

TOWN OF LOOMIS  
LIBRARY BOARD OF TRUSTEES  
LOOMIS LIBRARY – MEETING MINUTES  
MAY 29, 2018

1. Call to Order – The meeting was called to order by Jenny Knisley at 6:10pm
2. Silent Roll Call – Present: Stewart-Black, Crosthwaite, Knisley, Ligamari (6:20pm), London, Baker (6:15pm), Pepper-Kittredge, Garcia. Absent: Carroll
3. Public Comment: None
4. Approval of Minutes: Motion to approve as submitted by Cathy Crosthwaite, seconded by Bonnie London. Ayes: Stewart-Black, Knisley, London, Crosthwaite
5. Financial Statement: Motion to approve as submitted by Bonnie London, seconded by Cathy Crosthwaite. Ayes: Stewart-Black, Knisley, London, Crosthwaite. **Under public comment**, Jean Wilson asked if there were end-of-year purchases that should be made before June 30. Jenny Knisley replied that direction had been given to the Librarian to develop a list of possible purchases for review.
6. Friends of Loomis Library Update: Jean Wilson reported that the Friends have 90 members and that there are many activities in progress. Bonnie London asked if the Friends and LLCC might consider reaching out to the Placer County Library system to explore opportunities for sharing and collaboration now that the LLCC is operational. Outreach has been conducted to the Lincoln Library and the Folsom Library.
7. Loomis Library and Community Learning Center Update: Sarah Comstock presented a 2017 operations report noting nearly 5,900 hours (paid and volunteer time) to improve and staff the LLCC, the addition of 6,765 items added to the collection (13,482 total), an average of 750 items checked out each month, an average of 37 hours of computer time used each month, 736 library card holders, \$435.60 collected in fines and fees, \$200.27 collected in copy and print, and 208 bookings for the community room for a total of 450.5 hours of use. Community events are being scheduled and conducted each week; events are posted on the LLCC website. Sarah attended an Adult Services Symposium to learn about the power of partnerships and the benefits. Some of the best practice models presented may be considered for replication at the LLCC. **Under public comment**, Jean Wilson asked if the Friends was the correct entity to issue a letter of donation for people purchasing outdated computers. Bonnie London suggested that this would be a good topic for the upcoming Thursday CPLA workshop on May 31. Ann Baker suggested that the LLCC consider having donors declare their intent of contributing to the LLCC or the Friends in various circumstances.

8. Informational & Discussion Items:
  - a. Draft Policies & Procedures – Jenny Knisley reported that the document was still under review and that it will be placed on a future meeting agenda for discussion.
  - b. Annual Library Report to Council – Bonnie London reported that the first annual report to the Town Council will take place on June 12 at 7:30pm at Council Chambers. The report will be a joint effort of board members and Friends, highlighting accomplishments of the first year of operations.
  - c. CPLA workshop – Jenny Knisley reported that the workshop will be held on May 31 at 5-8pm at the LLCC.
  
9. Action Items: Changing check out time to 3 weeks with 2 renewal periods allowed. Sarah Comstock reported that patron access to new items is currently not an issue. Joanne Ligamari moved that the new policy be adopted and Cathy Crosthwaite seconded. Ayes: Stewart-Black, Crosthwaite, Knisley, Ligamari, London.
  
10. Library Board Announcements/Future Agenda Items: Joanne Ligamari reported on activities by the strategic planning committee to locate a consultant to guide the board's planning process. A proposal was submitted that included 8 key tasks, identified outcomes, for a cost of under \$20,000. The Town Council has budgeted \$25,000 for the process (not yet adopted/approved). Jenny Knisley suggested that this should be another item to discuss at the May 31 CPLA retreat meeting.
  
11. Adjournment: Jenny Knisley adjourned the meeting at 7:07pm.

Submitted by Carol Pepper-Kittredge, Advisory Board Member, May 29, 2018.