

**TOWN OF LOOMIS  
SPECIAL MEETING AGENDA  
ACTION MINUTES  
LIBRARY BOARD OF TRUSTEES  
LOOMIS LIBRARY  
6050 LIBRARY DRIVE, LOOMIS, CA 95650**

<b>MONDAY</b>	<b>April 29, 2019</b>	<b>6:00 P.M.</b>
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**1. CALL TO ORDER**

Meeting called to order at 6:01 pm

**2. SILENT ROLL CALL**

Board Members

Elizabeth Stewart-Black  
Cathy Crosthwaite  
Jenny Knisley  
Joanne Ligamari  
Gail Waller

Advisory Board

Ann Baker  
Roger Carroll  
Carol Pepper-Kittredge  
Juanita Garcia

Board Members in attendance: Jenny Knisley, Elizabeth Stewart-Black, Joanne Ligamari, Gail Waller

Board Members absent: Cathy Crosthwaite

Advisory Board Members in attendance: Roger Carroll, Juanita Garcia

- 3. PUBLIC COMMENT:** Citizens may address the Library Board on items not on this agenda. Speakers shall restrict their comments to issues that are within the subject jurisdiction of the Library Board and limit their comments to five (5) minutes per person. The Brown Act, with certain exceptions, does not permit the Library Board to discuss or take action on items that are not listed on the agenda. Please state your name for the record.

There were no Public Comments

**4. APPROVAL OF MINUTES:** March 25, 2019 (PUBLIC COMMENT)

Joanne Ligamari made a motion to accept the minutes, second by Elizabeth Stewart-Black.

Ayes: Knisley, Stewart-Black, Ligamari, Waller

Noes: None

Abstentions: None

Absent: Crosthwaite

No public comment

**5. FINANCIAL STATEMENT (PUBLIC COMMENT)**

There was no financial statement to present and discussion was deferred to item 9.d.

No public comment

**6. FRIENDS OF LOOMIS LIBRARY UPDATE (PUBLIC COMMENT)**

Jean Wilson updated the board on the activities of the Friends of the Loomis Library. The Friends just had their quarterly book sale and are still getting a lot of donations. The Friends will be at the kick off to the Summer Reading Program and will supply volunteers and popcorn. She reported that the library building will be on the Loomis historical building tour.

No public comment.

**7. LOOMIS LIBRARY AND COMMUNITY LEARNING CENTER UPDATE (PUBLIC COMMENT)**

Sarah Comstock updated the board on the activities at the library. There are more than 13,000 items in the catalogue. Circulation continues to increase beyond expectations. 1,428 card holders. 42 bookings in the community room. Day time Story time is very popular but the evening story time is struggling – but they are not ready to give up. “Manners” class was very well attended and more such sessions are being planned. Summer reading program is approaching. McLaughlin Studio is providing a community orchestra for the kick off and ending. Movie nights and speakers are being scheduled.

No public comment

**8. ACTION ITEMS**

- a. Discuss and approve removing “Friends of the Loomis Library” and adding “Town of Loomis” to Jesse Helms Community Room Policy. (PUBLIC COMMENT)

Sarah Comstock described the changes, additions and deletions to the standard rental contract.

Public comment: Jean Wilson asked about whether alcohol was allowed and was directed to the proper section.

Elizabeth Stewart-Black made a motion to accept the updated contract and Gail Waller made the second.

Ayes: Knisley, Stewart-Black, Ligamari, Waller

Noes: None

Abstentions: None

Absent: Crosthwaite

## **9. INFORMATIONAL & DISCUSSION ITEMS**

- a. Discuss and review proposed Loomis Library Board Bylaws update. (PUBLIC COMMENT)

Juanita discussed the methodology of the committee in creating the bylaws. She requested the board members to review the document and submit comments or questions and bring it back in the May meeting. Items to consider are:

1. The board as advisory to the staff and Town Council
2. Re-name the current "advisory board" members as "Library Consulting Committee).

Board members had some discussion and Jean Wilson requested clarification on the Board as "advisory" vs. "governing."

- b. Discuss strategic plan and library update for May's Town of Loomis Council meeting.  
(PUBLIC COMMENT)

Sarah Comstock will present the strategic plan to the Town Council at the May Council meeting.

No public comment.

- c. Discuss calendar planning for 2019-2020 (PUBLIC COMMENT)

No discussion or public comment.

- d. Discuss 2019-20 budget (PUBLIC COMMENT)

Roger Carroll presented the draft library department budget and described the methodology involved. The information will be incorporated with the Town of Loomis Operating Budget for 2019-20 and be presented to the Town Council for discussion and approval over the next two months.

## **10. LIBRARY BOARD ANNOUNCEMENTS / FUTURE AGENDA ITEMS**

None.

## **11. ADJOURNMENT**

Meeting adjourned at 7:00 pm