

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

**MONDAY**

**September 2, 2020**

**6:00 P.M.**

**PURSUANT TO EXECUTIVE ORDER N-29-20, CERTAIN PROVISIONS OF THE OPEN MEETING ACT ARE SUSPENDED DUE TO A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 PANDEMIC. CONSISTENT WITH THE EXECUTIVE ORDER, THE LOOMIS TOWN COUNCIL MEETING WILL INCLUDE TELECONFERENCING.**

**1. CALL TO ORDER**

Meeting called to order at 6:06 PM

**2. SILENT ROLL CALL**

Board Members

Elizabeth Stewart-Black

Cathy Crosthwaite

Juanita Garcia

Joanne Ligamari

Gail Waller

Advisory Board

Ann Baker

Roger Carroll

Carol Pepper-Kittredge

Board Members in attendance: Cathy Crosthwaite, Juanita Garcia, Joanne Ligamari, Gail Waller

Board Members absent: Elizabeth Stewart-Black

Advisory Board Members in Attendance: None

**PUBLIC COMMENT PROCEDURE**

*In order to protect public health and the safety of our Loomis citizens, Public viewing of this meeting will be offered Via the Zoom platform*

*Public comment will be opened for each agenda item through the Zoom platform.*

***How To Participate in the Meeting via Zoom***

*You can participate in the meeting via Zoom software or via telephone. When you join the meeting, you will be muted by default. To inform the Librarian that you would like to make a public comment, you will use the "Raise Hand" feature. Instructions for using the "Raise Hand" feature when using a computer or mobile device can be found at the link below:*

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>

**ZOOM Participation via computer or smartphone**

*You can join the meeting from your computer using a web browser or the Zoom software. You can join the meeting by clicking the following link: <https://us02web.zoom.us/j/89416080987>. Please note that you should only raise your hand during public comment on the agenda item you are concerned about.*

**ZOOM Participation by telephone (Audio Only Option)**

1. Dial (669) 900-9128
2. When asked for the meeting ID, enter **894 1608 0987 #**.
3. When asked for your participant ID, press # to continue.

4. You will be muted by default. To inform the Clerk that you would like to make a public comment during each agenda item, dial \*9 to "Raise your hand". The Clerk will unmute you when it is your turn to speak and will identify you by the last three digits of your phone number. Please note that you should only raise your hand during public comment on the agenda item you are concerned about.

**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.

None

**4. APPROVAL OF MINUTES:** February 12, 2020 (PUBLIC COMMENT)

Minutes will be approved at next meeting

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

Minutes will be approved at next meeting

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

Sarah Comstock updated that the Friends of library have met. All activities canceled including Christmas Faire

Still not accepting any community donations

May put out book sale outside of library

Will buy books for the library

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

Sarah Comstock gave the operations report. She stated that there were over 1200 books checked out. The library is receiving lots of questions on different topics.

The library has a new ProQuest database which is free

There is no new news of a young kids Database.

There have been over 100 take and make crafts done.

There was a complete inventory done.

Seeds are available on the website.

Cathy Crosthwaite asked about quarantining books.

Cathy Crosthwaite had suggestions for operations and reopening ideas including personal shopping and help using outside wifi.

**8. LOOMIS LIBRARY & COMMUNITY LEARNING CENTER ANNUAL REPORT**

Sarah Comstock gave the annual report that will be presented to Town Council in October

**9. 2019-2022 STRATEGIC PLAN REVIEW** (PUBLIC COMMENT)

Sean Rabe gave an update on the building transfer

**10. ACTION ITEMS**

None

**11. INFORMATIONAL & DISCUSSION ITEMS**

a. Review building acquisition (PUBLIC COMMENT)

None

**12. LIBRARY BOARD ANNOUNCEMENTS / FUTURE AGENDA ITEMS**

Next Meeting will be November 18

**11. ADJOURNMENT**