

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

WEDNESDAY

August 16, 2023

6:00 P.M.

1. CALL TO ORDER

Meeting called to order at 6:00 pm by Waller.

2. SILENT ROLL CALL

Board Members

Elizabeth Stewart-Black

Juanita Garcia

Nicholas Phirippidis

Samantha Mallory

Gail Waller

Board members in attendance: Phirippidis, Waller, Stewart-Black, Mallory

Board members absent: Garcia.

Also in attendance: Town Manager Wes Heathcock, Councilmember David Ring, Councilmember Jenny Knisley

3. MATTERS OF INTEREST TO BOARD MEMBERS

-Sarah Comstock and Wes Heathcock discussed plans for memorial plaque in honor of Roger Carrol

-A white bicycle memorial has also been installed at site of accident

-Waller proposed a specific "thank you" gift from the library in honor of Roger which she will take the lead on

-Eggplant festival set for October 7th, library staff will be working the event, library will be closed

-Results of town survey (including relevant parts for library) to be presented at Town Council meeting On September 12 @ 7pm

4. 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.

5. APPROVAL OF MINUTES:

a. May 16th, 2023 - Approved by Mallory, Stewart-Black seconded. Approved.

b. Feb 8th, 2023 - Approved by Mallory, Stewart-Black seconded. Approved.

6. CAMPAIGN UPDATE (PUBLIC COMMENT)

Ann Baker provided update on communications to date. Goal is to build on previous communications and reach people who don't typically use library resources, and highlight the value of library. Current proposal for next mailer is a 2-pager, still working on message with a focus on partnerships, resources for all age groups, and cost savings.

Waller offered support on behalf of the board to assist in any way needed

7. GARDEN UPDATE (PUBLIC COMMENT)

-Waller provided update on garden groundbreaking—set for Tuesday September 19th at 9:30am

-Fundraising is at, or near, goals

-Plan is to have all basic construction completed by October to allow for fall planting

-Mallory suggested generating QR code for brick fundraising drive to display at eggplant festival

8. FINANCIAL STATEMENT (PUBLIC COMMENT)

- Sarah Comstock presented the July 31, 2023, financial statements and reported nothing out of line.
- A recent power surge destroyed fire alarm panel, and replacement is currently on order. In interim, the library has had to pay for "fire watch" to stay in compliance with fire codes.
- Heathcock offered to contact PG&E to discuss costs related to damage from power surge.

9. FRIENDS OF LOOMIS LIBRARY UPDATE (PUBLIC COMMENT)

- Summer reading kickoff was a success and approximately 250 snow cones were given out.
- FOL is running the brick program to raise funds for the upcoming garden (~30 bricks sold so far out of goal of ~200)
- The annual October week-long book sale is scheduled per usual
- FOL has purchased approximately \$3,000 in books so far this year for the library

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

- Sarah Comstock reported on activities of the Library during the last three months and highlighted that 118 new members signed up in June. Storytime on Fridays continues to be a huge success, and numbers across the board for all programs are up.
- Debora Crosby retired after 5+ years of service and she will be celebrated on Wed. August 23rd @ 5pm
- New staff member Brittany started a few weeks ago and has a Master's in Library Science.
- There was a noted drop off in participation of summer reading programs during the first two weeks of July, Sarah will take this into consideration when scheduling next year's summer reading activities.
- A new grant for Zip Books program was approved in the amount of \$4,000 (down from \$5,000 last year)
- The Loomis News awarded the library "Best children's activity center" for 2023

11. ACTION ITEMS

- a. Amend Bylaws to include Secretary Position (PUBLIC COMMENT)

Two options were presented to the board to amend the Bylaws to include a new Secretary position. A motion to adopt "Option 2" was moved by Stewart-Black and seconded by Mallory. Approved. With this decision, a full-time Secretary will be appointed at the next meeting with an initial term of one year.

12. INFORMATIONAL AND DISCUSSION ITEMS

- a. Loomis Library Annual Report (PUBLIC COMMENT)

-Sarah Comstock presented annual report and highlighted the upward trend of library members and participation across the board

- b. Strategic Plan (PUBLIC COMMENT)

-Sarah Comstock contacted Jen Sweeney for initial discussion related to a new 5 year strategic plan for the library. Estimated timeframe is Spring 2024 to begin work on the new strategic plan

- c. Term Limits (PUBLIC COMMENT)

-Sarah Comstock will verify all term expiration dates for current board members and report back at the next meeting

13. LIBRARY BOARD ANNOUNCEMENTS / FUTURE AGENDA ITEMS

- Waller offered to collect money for additional bricks in honor of other community members of note

14. ADJOURNMENT

Meeting adjourned at 7:25 pm