



# Library Advisory Board

## Minutes In-person Meeting October 28, 2024 – 7:00 p.m. Council Chambers

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

Toshia Kimball called the meeting to order at 7:01 p.m. The following Library Board members were present: Justin Strauch, Brian Ortiz, Monica Munoz, Roberta Schaafsma, Zachary Todd, Toshia Kimball, Irene Chavira & Ofilia Barrera Board Liaison.

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

*No citizens were present at the meeting.*

### **CONSENT AGENDA**

1. **Consider and act upon, approval of August 26, 2024 Library Advisory Board Meeting minutes.**

#### **Board Action:**

A motion was made by Zachary Todd, seconded by Brian Ortiz, to approve the minutes as presented. A vote was taken and the motion passed 6-0.

### **REGULAR AGENDA**

1. **Review and approve the updated Borrower Policy.**

#### **Board Action:**

A motion was made by Toshia Kimball, seconded by Justin Strauch, to approve the Borrower Policy with the updated wording reflecting the elimination of extended use fees and the full capitalization of STEAM in all occurrences of the phrase steam kits. A vote was taken and the motion passed 7-0.

2. **Vote on upcoming Library Advisory Board meeting dates.**

#### **Board Action:**

A motion was made by Justin Strauch, seconded by Monica Munoz, to forego the November 25, 2024 and December 23, 2024 meeting dates; with regularly scheduled meetings resuming on January 27, 2025. A vote was taken and the motion passed 7-0.

## **WORK SESSION – DISCUSSION ITEMS**

### **WS1. Review stats by fiscal year.**

Ofilia Barrera presented the Board with library usage statistics as well as summer attendance and participation statistics summarizing each of the three previous fiscal years. Going forward, this report will be presented annually in October.

### **WS2. Review the monthly report.**


Data provided to the Board in the monthly report included program attendance, resource usage by patrons, and staff meeting/training highlights for the period of September 19, 2024 to October 23, 2024. Ofilia Barrera pointed out there are five weeks in the date range for this report instead of the usual four.

### **WS3. Review upcoming programs.**

Ofilia Barrera presented a list of upcoming events, programs, and holiday closures for the month of November.

## **ADJOURNMENT**

A motion was made by Zachary Todd, seconded by Toshia Kimball, to adjourn the meeting at 7:49 p.m. A vote was taken and the motion passed 7-0.

  
Justin Strauch, Chair