



Library Advisory Board

Minutes **In-person Meeting** **February 28, 2022 – 7:00 p.m.** **Council Chambers**

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate III, called the meeting to order at 7:03pm. The following Library Board members were present: Juan Azcarate, Toshia Kimball, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison. Board members not present: Kristin Botsford, Carla McCullough, Kristina Jones

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.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the January 24, 2022 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, January 24, 2022.
 - ◆ Roz made a motion to approve the minutes from the January 24, 2022
 - Toshia 2nd the motion, all in favor

WORK SESSION – DISCUSSION ITEMS

1. Staff Spotlight on Elizabeth Tate, Public Service Supervisor

- Ofilia introduced Elizabeth stating she has been working with the library since 2010. She started as the Electronic Services Librarian and was promoted to Public Service supervisor in 2020.
- Elizabeth stated she is in charge of the adult service department which involves overseeing day to day operations, collection development, planning events and outreach.
 - ◆ Elizabeth informed the board that year to date circulation is up 5,000 in the adult department and has already reached pre-pandemic numbers. 15,000 ebooks have been checked out so far this year in just the adult department. Total circulation in the adult department is 38,000 which is on track for this year.

- The team for the Adult services department is made up of 2 full time librarians, a full time reference assistant, 2 part time reference assistants, and a combination reference assistant, who works with adult and youth, which is currently a vacant position. The full time librarians split up the programming and collection development and outreach as well as working the reference desk.
 - ◆ The senior book club is moving back to the Senior Center on Tuesday's in person again which it has been virtual since March of 2020. Megan, the full time reference assistant, will be taking point on that program.
 - ◆ David, one of the full time librarians, is also going over to the Senior Center on the third Thursday of each month to assist with any tech support issues. Last event he helped 13 people with their tech questions.
 - ◆ Nina is in charge of most of the programming. She is currently working on summer programs.
 - ◆ The Read More challenge has started up which is like a scavenger hunt with 20 categories of books that gets completed in a year. Last year there were 39 participants and they really enjoyed it. It's a fun way to get people to read outside of their normal category.
- Roz asked what Elizabeth sees changing in the coming year as far as what is coming in or something different that the Adult department plans to do.
 - ◆ Elizabeth stated they are currently looking into a readers advisory service where people ask for a book suggestion based on the last book or show they enjoyed. A librarian can find the patron something they would like to read in a one on one setting.
 - Ofilia stated that Elizabeth and her staff are very good at building relationships with the patrons.

2. Update on staffing including the Assistant Director position

- Ofilia informed the board that the assistant director candidate has rescinded his acceptance of the position.
 - ◆ The job posting has been active again.
 - ◆ Toshia asked if the 2nd candidate would be an option to reach out about the position. The 2nd candidate was over qualified and it would not be the right fit.
 - ◆ Roz asked if there was a timeline to fill the position. Ideally, by the end of March.

3. Review the combined Library Tour and Outreach Policy and the Tour and Outreach Form

- Ofilia stated that the presented policy was created from two policies that were very similar with sections for tours and outreach. The same form was being used for the two policies so that was updated and moved to Google Forms.
 - ◆ Juan asked if a record was kept for how many tour requests the library gets per month.
 - Records are kept, but have not been counted. Busiest seasons are Spring and Fall due to school tours.
 - ◆ Toshia asked about a topical book list. If a teacher calls saying they are discussing a particular subject and asks for a list of books on said topic.
 - ◆ Roz pointed out the redundancies, and a few grammatical errors to be corrected.
- Toshia motioned to approve the policy with the proposed changes. Roz 2nd the motion. All in favor.

4. Review usage statistics and highlights in this new format

- Ofilia presented a weekly report to the board to show what is done day to day.
 - ◆ Roz asked how visitors are counted. The gates that are passed everyday keep count of everyone who passes through.
 - Juan asked who has access to that information. Ofilia and Cheryl, Circulation Supervisor.

- ◆ Toshia asked about the library sorter, and how it is working. It is still working relatively well, it did not jam or act up during the recent ice storm. The library is in the process of getting a new one. One vendor stopped by today and another is going to do their walkthrough tomorrow.
- The board was in favor of the new format for statistics.

5. Review upcoming programs

- Ofilia shared the list of upcoming programs with the board.
 - ◆ Spring Clean your Finances and Become an American Citizen are both new programs.

6. Review upcoming agenda items and important dates

- The RFP decision is made on March 18th by purchasing.
- Budget kickoff for FY 23 is on March 15th.
 - ◆ Not expecting any budget increases or decreases.
- Preview of all the policies needing to be updated.

ADJOURNMENT

Roz made a motion to adjourn the meeting. Toshia 2nd motion; all approved
Meeting adjourned at 7:50pm.



Juan Azcarate III, Board