



Library Advisory Board Meeting

Wednesday, October 16, 2024
9:00am via zoom

MINUTES

Members Present: Adam Groves, Annie Rosenthal, Kara Murphy, Quyen Aoh,

Members Absent: Mary Fischer, Kim Grove, Mari Howells

Others Present: Jessica Spitulski, Deana Cooper, A. J. Rao, Jessica Church, Anitra Gates, Alyssa Johnson

1. Call to Order

Meeting called to order by President 9:03a

2. Approval of Minutes – September 18, 2024

No quorum. Minute vote tabled to November meeting.

3. Public Comment (Limit to 15 Minutes)

No public comment

4. Library Reports

a. Staff Report- Anitra Gates

Anitra reviewed her vision as the new Assistant Director of Collections. Her overall goals: 1. Provide consistent experience for patrons with collections 2. Does collection align with Community needs? 3. Present the collection in an appealing manner.

Quyen asked what type of data we collect to analyze goals. Antira responded that we use current software along with Collection HQ that helps track circulation and usage statistics. Community Survey could also be an option.

b. Report of the Director- Jessica Stefano

DCED Grant- the Foundation and Library have received a grant for just under a million dollars to renovate the children’s library at Blasco. This renovation will be announced later this morning at a press conference. This renovation will allow us to provide spaces for engaging educational opportunities for children. Updating restrooms and adding a study room in space and will create space to increase health literacy. If funds allow, we plan to add a deck to the back of the building to having external programming space for STEM and environmental education. Completion deadline is 12/31/2026 so were are moving full steam ahead.

Winter Reading Program- Due to momentum created during the summer reading program, we will be doing a Winter Reading Program headed up by Alyssa Johnson the Communications and Outreach Coordinator. Jessica asked her to present this program at next meeting.

Jessica informed the board that the library had their annual Staff Development Day on Monday, October 14. It was a great day with a balance of continuing education, on the job training as well has safety training, and FAQ

sessions. Feedback from staff stated that it was one of the most beneficial and well put together training days they've had.

Personnel Update- Jessica announced the recent promotions of three library staff. Long time library employees Sarah Trohoske and Marybeth Nawrocki were promoted to Branch Supervisors. Lauren Azotea was also promoted to replace Marybeth. The promotions fall in line with what we've discussed in regard to internal growth within organization. All vacancies from promotions should be up on County website later today. Last leadership position will come down later this month.

Statistical and Other Reports- Deana Cooper

Statistics provided in agenda and reviewed. Visits are up from previous year. Circulation is close to pre-pandemic statistics.

Quyen asked about digital collections. Anitra responded that digital collection is a growing trend but has greater restrictions when purchasing. Price can be 3-4x higher along with additional restrictions which makes it difficult to maintain a larger digital collection. Changing are in process to transfer some AV budget to digital but it needs to stay balanced with patron requests and needs.

c. Review of Financial Report- Deana Cooper

Fourth quarter is historically a larger spending month with contractual renewals. The library just purchased new cash registers for all locations and installed 2 new public printers for the internet. The library plans to put out a bid for new copiers at all locations. We are also looking at minor updates such as chairs and shelving across some locations.

Review of District Consultant

Provided in agenda.

Jessica reminded board that we have a reciprocal lending agreement with the Northwest District. This allows our library patrons access to all digital collections from Northwest District. (Seneca, New Castle, Oil City and Crawford libraries.) Power users have access to a lot within the region.

5. Board and Committee Reports

a. Report of County Council Liaison- Councilman Horton

No report.

b. Report of ERLF-

No report

c. Report of Friends of the Library- Kathleen Horan, Karen Miller

No report- Friends of the Library are gearing up for Book sale starting tomorrow at Blasco.

6. New Business

a. Committee for 2025 Slate of Officers

Announcement of slate of officers tabled to November meeting.

7. Adjournment

Quyen -Meeting adjourned 9:35a.

8. Appendix

- a. **Announcements – Next Board meeting will be Wednesday, November 20 at 9:00am via zoom**