



# Library Advisory Board Meeting

Wednesday, December 18, 2024  
9:00am via zoom

## MINUTES

Members Present: Adam Groves, Kara Murphy, Kim Grove, Mary Howells, Annie Rosenthal

Members Absent: Mary Fischer, Quyen Aoh (excused)

Others Present: Jessica Spitulski, Deana Cooper, Jessica Church, Anitra Gates, Alyssa Johnson, Kathleen Horan, AJ Rao

### 1. Call to Order

Meeting called to order by Vice President 9:01a

### 2. Approval of Minutes – November 20, 2024

Kim motioned to approve minutes. Mari second. Motion passed

### 3. Public Comment (Limit to 15 Minutes)

No public comment

### 4. Library Reports

a. Staff Report- None

b. Report of the Director- Jessica Stefano

- Staffing Report
  - Assistant Director of Literacy Services – Position reposted until 12/18, as an appropriate candidate has not yet been identified
  - Collection Librarian I position – Interviews were conducted last week and a candidate has been identified
  - 3 Branch Clerk positions – Interviews continue after being postponed due to weather
- Weather Closure
  - All library locations were closed 11/30 – 12/8. Many staff worked on Thursday, 12/5 during the closure to ensure book drops were clear and patron holds were addressed. Due dates and holds were extended to ensure a positive patron experience. We are gathering data from the unscheduled emergency closure to see what we did well and what needs improved.
- Winter Reading Program Update
  - The Blizzard of Books program kicked off virtually on 12/2 and in-person on 12/9
  - We had a live reindeer event at Blasco that had over 220 attendees.
- Upcoming holiday schedule reminder
  - All library locations will close at 5pm on 12/24 and will be closed 12/25 and 12/26.

- All library locations will close at 5pm on 12/31 and will be closed on 1/1/2025.
- End of Year Department Status- Jessica gave an update on how the department stands.

### Statistical and Other Reports- Deana Cooper

Statistics provided in agenda and reviewed.

#### c. Review of Financial Report- Deana Cooper

Provided in agenda and reviewed. Year-end purchases discussed such as new branch copiers, periodical shelving, expanded shelving in heritage along with mobile cd shelving units. Purchased occurred later than anticipated due to staffing and reorganization. No issues to report regarding budget.

### Review of District Consultant

Provided in agenda.

## 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

Membership renewals are due this month. There are currently 513 members of the Friends. There will be a February sale titled, "Book Lovers." The sale will be in the Admiral room at Blasco on February 13-15. Kara encourage the board to become members.

## 6. Unfinished Business-

#### a. Results of Electronic Election Officer Vote- President

Adam read off the voting results for the 2025 Board Officers

President- Adam Groves

Vice President- Mari Howells

Secretary- Mary Fischer

## 7. New Business

#### a. Review, Discuss and approve Calendar of 2025 Board Meetings

Jessica informed board that moving forward, either herself or Deana unable to attend board meetings on Wednesday morning due to building staffing schedules. Deana and she rotate the evening shift and therefore one will not be in until 12:00 on Wednesdays. Discussion occurred regarding moving the time to noon but a decision was halted until other absent members could weigh in. Adam will send out a survey before next meeting to narrow down a day and time.

## 8. Adjournment

Kim motioned to adjourn. Kara seconded. Meeting adjourned 9:33am.

## 9. Appendix

- a. **Announcements – Next Board meeting will be Wednesday, January 15 at 9:00am via zoom**