



Library Advisory Board Meeting

Monday, April 21, 2025
12:30pm via zoom

MINUTES

Members Present: Adam Groves, Mari Howells, Annie Rosenthal, Mary Fischer, Quyen Aoh, Kara Murphy, Kim Grove

Members Absent: Jennifer Kubiak

Others Present: Jessica Spitulski, Deana Cooper, Alyssa Johnson, Karen Miller, AJ Rao, Matthew Yaw, Tammy Blount

1. Call to Order

Meeting called to order by President at 12:31pm

2. Approval of Minutes – March 17, 2025

Mari motioned to approve minutes. Mary seconded. Motion passed 7-0.

3. Public Comment (Limit to 15 Minutes)

No public comment

4. Library Reports

a. Report of the Director- Jessica Spitulski

- Summer Library Program update – UPMC sponsorship secured which includes funding and give-away bags. Alyssa is working with UPMC to coordinate program. Other sponsorship requests are pending.
- Staffing update – 2 positions posted, coming down tomorrow: Teen Services Librarian and Library Services Librarian.
- SNOE Region Update – a change has been made to the region footprint, New Castle is being removed from our region. Our North West District includes Oil Creek, Seneca and Crawford County. Communication materials are being updated to reflect this change.
- Library card registration policy refresh in progress to consolidate multiple policies into one. The policy will be ready to review next Library Advisory Meeting.
- Children’s Library Renovation Update – planning a public input survey. Adam asked what channels are being used to communicate survey. Jessica shared that it will be a digital survey and communicated through news channels.
- Additional closures have been approved:
 - Half-day closure in May for Safety and Emergency Response training morning of May 29th until 1pm).
 - National Night Out closing branches at 5pm, but Blasco will remain open regular hours.

- b. Staff Reports – Alyssa Johnson (Summer programming)
 - i. Earth Day Extravaganza week kicks off today <https://eriecounty-pa.libguides.com/c.php?g=1456776>
 - ii. Reviewing proposals for HistERIE week
 - iii. Summer Carnival on June 7 to celebrate launch of summer program
 - iv. Summer Library Program – finalizing challenge sheets and details. Marketing Deadline of May 1, will share more details at next meeting.
 - v. Matthew working to schedule more school visits / bookmobile stops.
 - Adam asked if we are reaching new areas that we may not have reached before. Alyssa noted that there are districts that are more active than others, but opportunity is open to all in Erie County.

- c. Statistical and other Reports- Deana Cooper
Reviewed statistics provided in agenda.
Finance is finalizing year-end line items, expecting to complete by April 30.

- d. Review of Financial Report- Deana Cooper
Reviewed financials provided in the agenda attachment.

- e. Review of the District Consultant- Jessica Church
Working with Crawford Director to make sure things are running smoothly. Adam asked if the removal of New Castle from the region was due to a reorganization. Jessica answered that New Castle did not honor the region’s agreement for participation and was offered two choices to comply and took neither. The consortium voted to remove New Castle from the lending agreement and New Castle decided to step back from the region designation.

5. Board and Committee Reports

- a. Report of County Council Liaison- Councilman Horton
No report.

- b. Report of Friends of the Library- Karen Miller
A book collection drive was held at Blasco on April 12th. Not as much foot traffic as expected.

- c. Report of ERLF- Mark Inscho
No report

6. Unfinished Business-

- a. Program Policy Vote-
Jessica noted a change from ‘mission’ to ‘goal’ in the verbiage.
Kim motioned to approve. Quyen seconded. 7-0 motion passed.

7. New Business

No new business.

8. Adjournment

Annie motioned to adjourn. Mari seconded. Meeting adjourned at 12:56pm

9. Appendix

- a. Announcements – **see agenda**