



Library Advisory Board Meeting Monday, May 19, 2025 12:30pm at the Blasco Library

MINUTES

Members Present: Adam Groves, Mari Howells, Mary Fischer, Quyen Aoh, Jennifer Kubiak

Members Absent: Annie Rosenthal, Kim Grove, Kara Murphy

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

1. Call to Order

Meeting called to order by President at 12:30pm

2. Approval of Minutes – April 21, 2025

Quyen motioned to approve minutes. Jen seconded. Motion passed 5-0.

3. Public Comment (Limit to 15 Minutes)

Councilwoman Ellen Schauerman. thanked everyone for all that they do.

4. Library Reports

a. Report of the Director- Jessica Spitulski

- Closed for Memorial Day
- May 29th Partial closure for Staff Emergency Response Training in the morning.
- July 4-6th – Independence Day weekend

Staffing Updates:

Library Services Coordinator

Teen Services Librarian Position – still open and is reposted with widen area search

Blasco part time clerical position – backfill position opened

Construction Updates

- Blasco stairs construction
 - a. Replacing glue under carpet, was a safety concern. Stairs will be exposed concrete for some time.
- CLEER Construction – Sam Mason will be giving a tour of the construction today. Planning opening the end of Sept/early October. A tour / events will be scheduled in October.
- PennDot Bayfront Construction update

- a. Possibility of Bayfront closure for 12-14 months. Further discussion with PennDot is planned.

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Children's Renovation Update

- Grant transfer completed from the foundation to the Erie County Library.
- Initial meeting with the designers to review goals/grant requirements:
 - a. Increase public access to health programming
 - b. Increase public access to educational opportunities
 - c. Preparing people for work or encourage them to work in new ways.
 - d. Improve digital access.
- Features planned/wishlist
 - a. Privacy areas / screens
 - b. Seated desk space with safe play area for children (counter space for parents to work while children explore)
 - c. Outdoor/environmental education space
- Public input survey will be conducted

Registration policy Update

Currently 12-14 different library card policy, the updated policy consolidates and clarifies policies.

Questions:

Quyen: What role will the Foundation have in the Children's Library Grant moving forward?

Jessica: The foundation wants to focus on fundraising and not project management.

Quyen: How will updates be handled along with the construction outside.

Jessica: December 2026 goal date. We have 5 years to collect data to prove effectiveness of updates. Hopefully, the construction will only create affect a minimal part of that.

HIRT auditorium renovations. Childrens area will need to close for 2-3 months. Would like to coordinate the closings of both.

Adam: Asked for details on the Children's Survey, how it will be distributed.

Jessica: Digitally available – website and social media, QR codes. Print Surveys will be available.

Radio/News/Traditional channels. The survey will be open for 30 days.

b. Staff Reports – Alyssa Johnson (Summer programming)

- Handout of Featured events
- Challenge Sheets
 - a. 4 different challenges can choose any challenges, and repeat as often as wanted
 - i. World Explorer Challenge
 - ii. Timed reading
 - iii. Color Wheel Challenge
 - iv. Crayon Box Challenge
 - b. Prize boards – hybrid
 - i. End of summer reading

ii. Weekly experience prizes (Childrens museum, Elevate, Zoo passes)

- c. Photo competition to update artwork in library
- d. Passive program – nature’s artist – scavenger hunt

c. [Review of Financial Report- Deana Cooper](#)

Reviewed statistics provided in agenda attachment.

d. [Statistical and other Reports- Deana Cooper](#)

Reviewed statistics provided in agenda.

Down in patron visits YOY.

Change in reporting circulation approach so the.

Question:

Mari: Is the online digital question accessible / easily found?

Jessica: Yes, there is an accessible link on the website.

e. [Review of the District Consultant- Jessica Spitulski](#)

Jessica C. is slowly returning from leave. She is making sure the state budget is being used as mandated.

5. Board and Committee Reports

a. [Report of County Council Liaison- Councilman Horton](#)

No report.

b. [Report of Friends of the Library- Karen Miller](#)

Sale last weekend. Held a mini-collection, many books donated.

Great American Book Sale is scheduled for June 15-20.

c. [Report of ERLF- Mark Inscho](#)

No formal report.

Upcoming Fundraising event:

Are You Smarter than a Librarian Fundraiser on Thursday, May 22.

6. Unfinished Business-

No report

7. New Business

Revised Library Policy updates include:

- a. Removed URLs
- b. Children must be present to apply for library cards
- c. Staff can make decisions about the type of card assigned

- d. Business & Nonprofit language to Organization
- e. Organizations can take financial responsibility for resident's cards

Jen motioned to approve. Mari seconded. Motion passed 5-0.

8. Adjournment

Mary motioned to adjourn. Quyen seconded. Meeting adjourned at 1:13pm

9. Appendix

- a. Announcements – **see agenda**