



Library Advisory Board Meeting

Monday, August 18, 2025
12:30pm via Zoom

MINUTES

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

Members Absent:

Others Present: Jessica Spitulski, Matthew Yaw, Deana Cooper, Alyssa Johnson, Tammy Blount, Jillian R.

1. Call to Order

Meeting called to order by President at 12:31pm; Quorum reached.

2. Approval of Minutes

Annie motioned to approve the July minutes. Mari seconded. Motion passed 5-0*.

3. Public Comment (Limit to 15 Minutes)

No public comments

4. Library Reports

a. Report of the Director- Jessica Spitulski

Upcoming library closing: Labor Day and the Sunday before it.

Staffing Updates:

- 3 open part time clerk positions
- 1 open bookmobile
- Interviewing to start in the next few weeks

Construction Updates

- o One of the temporary walls have come down
- o Bookshelf has gone up.
- o Oct 4. Is the tentative opening date, the other temporary wall will be coming down in the next few weeks.

Bayfront construction

- Road Closing September 2
- Front street and part of Holland were resurfaced, traffic light was moved
- Seasonal speed bumps will be installed
- Programming was either rescheduled or moved during the first 2 weeks of construction, will reassess programming at that time
- The first few days will have people directing traffic
- 9/11 Ceremony will move inside to the Hirt Auditorium

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Children's Renovation Update

- a. Contract signed
- b. Public feedback survey open – 55 respondents to date
 - i. Survey will close end of August
- c. Children's library will be closed 2-3 months due to construction

National Night Out

- 7 locations attended

b. Staff Reports –

i. Alyssa Johnson (Summer programming)

- June: 12 events attended, July 11: events attended, August 11: events planned.
- Bookmobile visited 9 different schools
- Erie Downtown Partnership events in Perry Square
- Library tours
- HistERIE
- 3,272 participating in Summer Library Program (closes on Saturday)
- More outreach planned in August
- September 13 – Lake Erie Lit Fest at Frontier Park
 - a. Banned books exhibit
 - b. Bookmobile station
 - c. Activity tents

ii. Jillian R. (Collection Coordinator)

- Chat functionality (ask a Librarian!)
- Dashboard review

iii. Matthew Yew

- Update on Bookmobile air conditioner – unit is fixed.

c. Review of Financial Report- Deana Cooper

Reviewed financial report, provided in agenda.

Deana asked if we can do quarterly reports instead of monthly reports. (April, July, October, 1st Quarter). All in agreement.

- i. Monthly reports will still be available, but readouts will be shared quarterly.

- d. Statistical and other Reports- Deana Cooper
Reviewed statistics provided in agenda.
- e. Review of the District Consultant- Jessica Church
Paperwork mode. Still waiting on state budget to be adopted.

5. Board and Committee Reports

- a. Report of County Council Liaison- Councilman Horton
No report.
- b. Report of Friends of the Library- Karen Miller
September 13 at 2pm – book drive at Flo Fabrizio ice rink.
- c. Report of ERLF- Mark Inscho
No report

6. Unfinished Business-

N/A.

7. New Business

How often does the board have an opportunity to volunteer with the library?
- Outreach is an area to help (Alyssa would be point of contact).

Officer nominating committee timeline for 2026:

September – Officer Nominating Committee
Sept-October – gather nominations
October – November – voting
By December – Officers voted on

Library Holiday Calendar for 2026:

Mari motioned to adjourn the meeting. Kim seconded. Motion passed 8-0.

8. Adjournment

- 9. Kim motioned to adjourn the meeting. Jen seconded. Motion passed 8-0.
Meeting adjourned at 1:10pm

10. Appendix

- a. Announcements – see agenda