



Library Advisory Board

Minutes **In-person Meeting** **January 24, 2022 – 7:00 p.m.** **Council Chambers**

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate III, called the meeting to order at 7:03pm. The following Library Board members were present: Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

No citizens were present at the meeting.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the November 8, 2021 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, November 8, 2021.
 - ◆ Roz made a motion to approve the minutes from the November 8th meeting
 - Toshia 2nd the motion, all in favor

REGULAR AGENDA

2. Review and approve the revised Computer Use Policy.

- Ofilia informed the board that usual procedure is to review library policies every 5 years, for this Computer Use Policy it was dated 2016. The updated policy didn't have many changes, language was outdated, devices were no longer at the library and adjusted the wording. No language was added so legal was not needed.

Board Action:

- Juan asked how offenses to the policy will be monitored. Ofilia responded that the first offense is to present the policy to the patron. If a patron does it again they get suspended for a time and finally they can be removed completely from the computers.
- Roz also stated that the spacing and underlining characters would need to be adjusted.

- ◆ Kristin made a motion to approve the revised Computer Use Policy
 - Toshia 2nd the motion, all in favor once formatting has been updated.

WORK SESSION – DISCUSSION ITEMS

1. Update on staffing including the Assistant Director position

- Ofilia stated that the staff has been battling with Covid exposures and positive testing. It has not impacted the library's hours as of yet but staff at the library are stretched thin.
 - ◆ There is a shelver position and a part time reference assistant position open.
- The Assistant Director position started at 8 candidates, 4 moved to zoom meetings and then 2 candidates were invited to an in person interview.
 - ◆ A candidate has been chosen with an offer made, the candidate signed the offer today. The process has started with background checks, once that is complete a start date will be determined, probably at the end of February or early March.
 - Kristin asked if he had a specific expertise that Ofilia was looking for. He started in Tech Services, and has done a lot of technology with his old library, as well as Adult Services.
- Juan asked if there were any other vacancies at the library at this time.
 - ◆ Ofilia answered that if the part time circulation position gets filled then that would just leave the part time reference assistant in adult services.

2. Review the most recent library usage statistics

- Ofilia provided the library statistics to the board for almost the whole year of 2021.
 - ◆ Statistics are not quite back to 2019 numbers, however Ofilia showed that the E-resource numbers show the increase in usage showing patrons are shifting to electronic materials.
 - ◆ The pandemic has shown a shift in certain areas such as DVD's. Where they used to always be checked out now they are not borrowed very often.
 - ◆ Kanopy and Hoopla's numbers are still steadily increasing
 - ◆ Roz asked who are "unique users" meaning individual people.
 - ◆ Roz asked at what point does Ofilia feel the numbers will get back to pre-pandemic.
 - Numbers will start to rise but then a new variant will pop up causing numbers to go back down.
 - ◆ Kristen asked how Hoopla was being advertised.
 - In house flyers, posters, social media, bookmarks, word of mouth.

3. Present the winning entries for the first Friends of the Library Bookmark Contest

- Ofilia presented the winning bookmarks to the board members and informed them that the rest of the entries were posted on Facebook.
 - ◆ 400 of each winning design will be at the library in February for "Love Your Library" month.

4. Review upcoming library programs

- The programs for the month were provided.
 - ◆ 2 of the adult programs were already sold out, the other programs still have availability.
 - ◆ Most kids summer programs are already booked.
- Juan asked if the genealogy club is still active and meeting.
 - ◆ They are still meeting virtually, no one has shown interest in meeting in person again.

5. New Business

- Staff Spotlight will return for the next meeting.

ADJOURNMENT

Toshia made a motion to adjourn the meeting. Roz 2nd motion; all approved
Meeting adjourned at 7:33pm.

Juan Azcarate III, Board