



# Library Advisory Board

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## Minutes

**In-person Meeting  
May 10th, 2021 – 7:00 p.m.  
Library Conference Room**

### **CALL TO ORDER**

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*Announce the presence of a Quorum.*

Board Chair, Janice Borland called the meeting to order at 7:02pm. The following Library Board members were present: Juan M. Azcarate III, Janice Borland, Rosalynn Davis, Toshia Kimball, Carla McCullough, Arthur Borgemenke, Ofilia Barrera, Board Liaison. Irene Chavira was absent

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

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*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**

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No presentations were given at the meeting.

### **BUSINESS ITEMS**

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#### **1. Consider and act upon approval of the Minutes of the April 12th, 2021 Library Board Meeting.**

##### **Board Action:**

- The Library Board Minutes of Monday, April 12th, 2021 needed no corrections.
  - ◆ Rosalynn made a motion to approve the minutes
  - ◆ Juan, 2nd the motion, all approved.

### **REGULAR AGENDA – DISCUSSION ITEMS**

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#### **1. Staff Spotlight: Debra Nowling, Youth Service Supervisor**

- Ofilia Barrera introduced the board to Debra Nowling, the Youth Services Supervisor
  - ◆ Debbie has been working at the Library for 11 1/2 years
  - ◆ Debbie explained that her job is making sure youth services stays running. She handles all the storytimes, book clubs, activity clubs from 0-18 years.
    - Storytimes and summer programs are going to be in person again
    - A staff of 9 ½ employees work in Youth Services
    - Always looking at new programs for kids; they are currently looking into a virtual cooking class for kids.
- Rosalynn asked if the book clubs for younger kids are popular.

- ◆ Debra informed the board that “My Very Own Book Club” is for 1st & 2nd grade only and it is the only one in the area, so it gets full as well as the book clubs for older kids.
- ◆ Janice asked if the money for the books are taken out of the general budget; Ofilia informed her there is a special line item for the book club books. Books are ordered through Scholastic who is a literacy partner which results in free books after ordering many books.
- Debra also stated that the video game tower in the Teen Room is open as of May 3rd.

## 2. Summer Learning Club; Programming Overview

- Summer Learning Club will be a hybrid this year; with both virtual and in person activities.
  - ◆ Summer programs usually get scheduled with performers a whole year in advance with Covid-19, the library wasn't able to get all the performers live.
- Shoebox parade will start the Summer Programs on June 7th, it will be a virtual parade with shoeboxes that look like floats. All of the shoeboxes have come out great.
- Amy Pagan will also be hosting a virtual event on June 9th inspired by the youth summer theme “Tails and Tales”.
- The big Summer Kick Off Event will be a drive through event this year, and will take place on June 11th from 9:00am to 11:45am.
- In person storytimes will begin again on June 2nd; each person will get a sticker prior to entering to keep track of how many attend.
  - ◆ Youth services is also considering hosting the storytimes in the Multipurpose room to allow for more room for each family without having to reduce group sizes.
    - Many location decisions will be made last minute depending on local numbers of Covid cases.
- Adult programs should fill up quickly due to program interest.
  - ◆ Local residents will have an early bird option to register a week before non-residential patrons.
    - The staff is both excited and nervous about returning to in person programming.
- Ofilia did inform the board that there was an incorrect date on the flyer and we were working on correcting the error.
  - ◆ In the teen section 2nd event down the date says July 25th when it should say June 25th.

## 3. Presentation to Council Preview

- Ofilia is to give a presentation to City Council, tomorrow May 11th regarding the library and all it does for the community.
  - ◆ Ofilia gave the board a small preview of the presentation
    - Link to presentation: [Library Services Presentation to Council May 2021.pptx](#)

## 4. Update on Budget for FY 2022

- Ofilia informed the board that the request to change the front doors from the current pull doors to sliding doors was rejected.
  - ◆ Renae Ollie, Assistant City Manager stated that she is working on a solution so that we can lock down at a moment's notice. This is something we cannot do right now.
- The Technology Manager position that Ofilia was going to ask for has been switched to an Assistant Director position.
  - ◆ The department budget meeting will take place next week, allowing directors to present their request to Chris Holstead, City Manager, to determine which requests he will present to the city council.

**5. Misc. Items**

- Janice informed the board that the next meeting will be her last meeting as a board member.
  - ◆ The board will need to choose a new board chair.
- This will also be Arthur's last meeting, as well.
- Juan and Rosalynn's terms will also be expiring this month but they are reapplying for their positions.
- Carla stated that she had another year before she had to reapply for her board position.
- Janice asked if the Friends of the Library were going to have the summer book sale
  - ◆ Ofilia informed the board that the Friends will be meeting on May 27th, and that will be one of the discussion points, but it should be sometime this summer.

**6. Upcoming Library Programs**

- Ofilia gave the summer brochure to all the board members for the upcoming summer events.

**7. Closing**

- Next meeting June 14th
- New staff member to meet

**ADJOURNMENT**

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Arthur made a motion to adjourn the meeting. Juan 2nd motion; all approved  
Meeting adjourned at 7:44pm.

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**Janice Borland, Chair**