



MINUTES

SPECIAL MEETING

LIBRARY BOARD OF TRUSTEES CITY OF SOUTH SAN FRANCISCO

TUESDAY, JULY 29, 2025

6:00 p.m.

**LIBRARY | PARKS AND RECREATION
901 CIVIC CAMPUS WAY, SOUTH SAN FRANCISCO, CA 94080**

CALL TO ORDER

Hector Camacho called the meeting to order at 6:01 p.m.

ROLL CALL

Present: Hector Camacho, President
Catherine Abalos, Vice President
Mary Giusti, Secretary
Claire Ramsey, Board member

Absent: None

Staff Present: Valerie Sommer, Library Director
Adam Elsholz, Assistant Library Director
Elliot Warren, Library Program Manager II, Grand Library
Elizabeth Conway, Librarian I, Grand Library

AGENDA REVIEW

- Grand Library layout and furniture changes presentation was moved to the first item on the agenda.

PUBLIC COMMENTS

Written Comments Submitted:

- 0

The following individuals addressed the Library Board:

- None

ITEMS FROM STAFF MEMBERS

1. Grand Avenue Library layout and furniture changes (Elliot Warren, Library Program Manager and Elizabeth Conway, Librarian I)

Elliot Warren and Elizabeth Conway presented the recent layout changes and furniture upgrades purchased with funds from the Sunlight Giving Grant to better serve patrons at the Grand Avenue Library.

2. Circulation and Data Collection Update (Adam Elsholz, Assistant Library Director)

Adam Elsholz presented to the Board updates on the Library's circulation and data collection. The group discussed understaffing and how that may be a factor contributing to the decrease in

circulation numbers. Staff have been meeting the demands of library programming which leaves less time for collection building and the purchase of new books.

3. Library Director's Report. (Valerie Sommer, Library Director)

The Board reviewed the Library Director's Report.

4. Communications and Statistics.

The Board members reviewed the Communications and Statistics.

5. Library Announcements

The Board reviewed the announcements.

6. Library Recruitments Update

The Board reviewed the list of open recruitments. The recruitment has just opened for the Literacy Services Program Manager. Interviews will be in person. An offer has been extended for the bilingual Literacy Services Coordinator position.

MATTERS FOR CONSIDERATION

7. Motion to approve the minutes from the June 24, 2025, Library Board of Trustees meeting

Motion- Claire Ramsey /Second – Mary Giusti: To approve the Draft Minutes from the July 29, 2025, Library Board of Trustees Meeting. All members were in favor.

8. Discussion and Motion to Approve Amended Library Board Meeting Schedule for 2025

Motion – Catherine Abalos/Second – Claire Ramsey: To approve amended Library Board Meeting Schedule for 2025. All members were in favor.

ADJOURNMENT

9. Next Meeting | Agenda Building

Tuesday, August 26, 2025, 6:00 PM
Library | Parks and Recreation Center
Community Room, 2nd Floor
901 Civic Campus Way, South San Francisco, CA 94080

Agenda Building

- Review of Library Policies
- Update on summer programming
- Citizens' Academy recruitment update

ADJOURNMENT

Being no further business, Hector Camacho adjourned the Library Board meeting at 7:08 p.m.

Submitted by:

Approved by:

Erika Madriz
Administrative Assistant II

Hector Camacho
Library Board President

Approved by the Library Board: ____ / ____ / ____