

Unapproved Minutes

October 22, 2024

Library | Parks and Recreation Center

CALL TO ORDER

The meeting was called to order at 6:00 P.M. in the Main Library

ROLL CALL

Library Trustees present: Catherine Abalos, Hector Camacho, Mary Giusti, Diane Huddleston and Claire Ramsey. Library staff present: Adam Elsholz, Assistant Library Director and Erika Madriz, Administrative Assistant II.

AGENDA REVIEW

No changes

PUBLIC COMMENTS

None

ITEMS FROM STAFF MEMBERS

Library Director's Report- October 2024

The Board reviewed the Director's Report.

Project Read Trivia Night- If Board members are interested in forming a trivia team, there may be sponsorships available. Speak to Valerie Sommers if interested.

Board member Catherine Abalos asked about updates regarding Library Card Sign Up Month and Banned Books Week. Assistant Library Director Adam Elsholz shared that prizes were given out for Library Card Sign Up Month, and there was a Banned Books Week online campaign with posts from the American Library Association. An idea is for the Marketing/Social Media team to include a summary for the Director's report, and Supervising Library Specialist Leo Gomez, who leads the team, could present to the Board at a future meeting, for updates on these topics.

Communications and Statistics

The Board members reviewed the Communications and Statistics.

Library Staffing Updates

Youth Services Program Manager: Recruitment is set to begin soon. Kicking off recruitment with HR this week.

Literacy Services Coordinator positions: Oral Board is set in November.

Full-Time Librarian, Grand Library: Recruitment is live and overseen by Elliot Warren, manager at Grand.

Management Analyst II: Recruitment request to be placed to HR next year.

MATTERS FOR CONSIDERATION

Review and Approval of Draft Minutes from the September 24, 2024, Library Board of Directors
Motion to approve the minutes as presented from the September 24, 2024, meeting was made by Board Member Mary Giusti and seconded by Board Secretary Diane Huddleston. All members were in favor.

Discussion and Motion to Cancel the Regular Meeting of December 24, 2024
Motion to cancel the regular meeting of December 24, 2024 was made by Board Secretary Diane Huddleston and seconded by Mary Giusti. All members were in favor.

Discussion and Motion to Approve the 2025 Holiday Schedule
Motion to approve the 2025 Holiday Schedule as presented was made by Board Secretary Diane Huddleston and seconded by Catherine Abalos. All members were in favor.

ITEMS FROM BOARD MEMBERS

Library Board Update to City Council at November 13, 2024 City Council meeting
Board President Claire Ramsey will be presenting on behalf of the Library Board at the City Council meeting on November 13, 2024. Claire is working with Library Director Valerie Sommer on the presentation. Board members are encouraged to attend and support.

Discussion of Webinar, Banned Books 101: What Library Boards & Trustees Need to Know, attended by Secretary Diane Huddleston
Secretary Diane Huddleston discussed the topics and process for addressing patron comments on library materials that was covered in the webinar. Board member Catherine Abalos watched the recording and shared that ALA has a lot of resources for Library Board members, including media training.

Discussion of Procedures for Patron Challenges and Comments on Library Materials
Board members discussed the process for patron challenges and submitting comments on library materials. Adam shared the Library's policies and the comment form for patrons. The policies are in the Library Staff Manual.

LIBRARY ANNOUNCEMENTS

The Board reviewed Announcements.

NEXT MEETING DATE AND AGENDA BUILDING

Next Meeting:

Tuesday, November 26, 2024, 6:00 PM

Library | Parks and Recreation Center

Community Room, Second Floor

901 Civic Campus Way, South San Francisco, CA 94080

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:42 P.M.

Respectfully Submitted:

Diane Huddleston, Library Board of Trustees Secretary
Valerie Sommer, Library Director