

South San Francisco Public Library Board of Trustees

Unapproved Minutes

September 24, 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: Valerie Sommer, Library Director; Adam Elsholz, Assistant Library Director and Erika Madriz, Administrative Assistant II.

Guests: Andrada Thomisina, South San Francisco Youth Poet in Residence, and her parents.
Library Staff: Libby Astabie and William Crabtree.

AGENDA REVIEW

No changes

PUBLIC COMMENTS

None

ITEMS FROM STAFF MEMBERS

Introduction of New SSF Youth Poet in Residence

The Board welcomed Andrada Thomisina, SSF Youth Poet in residence, who read two of her poems, *Cemetery on the Hill* and *I Remember*.

Review and Approval of Draft Minutes from the August 27, 2024, Library Board of Directors

Motion to approve the minutes as presented from the August 27, 2024, meeting was made by Board Member Mary Giusti and seconded by Board Member Henry Camacho. All members were in favor.

Library Director's Report - September 2024

The Board reviewed the Director's Report. A reminder that the Vote Center in the Community Room opens Monday, October 7 and will be open Monday to Friday, 9am-5pm, and the two weekends before the election. On Election Day it will be open 7am-8pm. There is also a ballot drop box outside the library.

Trivia Night is taking place Friday, November 15.

Communications and Statistics

The Board members reviewed the Communications and Statistics.

Library Staffing Updates

Open Positions

1. Youth Services Program Manager. Previously held by Han-Ching Wong who is now the Community Resource Analyst, a shared position with Parks & Rec. Recruitment is pending.
2. Project Read Program Manager. Previously held by Karla Bourdon who resigned in September. Recruitment is pending.
3. GMCLC Literacy Services Coordinator. Previously held by Xochitl Cervantes, who is now the Literacy Services Coordinator for Adult Services in Project Read, a position that was recently vacated by Stephanie Torres. The position is open for recruitment with final application submittal date in mid-October.
4. Family Literacy Services Coordinator. Previously held by Natalie Reid, who recently resigned. She also coordinated Learning Wheels. The position is open for recruitment with final application submittal date in mid-October.
5. Full-Time Librarian I at Grand Library. Recruitment is pending.
6. Management Analyst II. Previously held by Angela Bernal-Silva. Recruitment for the position is currently frozen and set to begin in January.

Summer Learning Challenge Recap- Adam Elsholz, Assistant Library Director

Adam Elsholz shared a recap of the Summer Learning Challenge. His presentation included a chart highlighting the number of sign-ups/reading logs and free books that were distributed with Measure K funds. SSFPL distributed more reading logs and books than any other library in the Peninsula Library System.

Signups and Book Distribution

Library	Sign-ups 2024	Under 5 Sign-ups	School Age Sign ups	Teen Sign-ups	Total Books Given Out	
Burlingame Public Library	3,055	402	2,117	536	3,753	includes books purchased with other funding
Daly City Public Library	4,492	463	3,061	968	4,995	
Redwood City Public Library	6,998	754	5,932	312	6,317	includes books purchased with other funding
San Bruno Public Library	1,752	341	1,288	123	3,499	includes books purchased with other funding
San Mateo County Libraries	45,818	948	18,668	26,202	66,963	includes books purchased with other funding
San Mateo Public Library	6,110	617	4,110	1,383	6,971	includes books purchased with other funding
South San Francisco Public Library	10,328	1,887	7,820	621	10,685	includes books purchased with other funding
PLS Totals	78,553	5,412	42,996	30,145	103,183	

SSFPL was also able to give four 4 scholarships with Measure K funds to students residing in SSF. We had 7 teen interns getting their first work experience at the library as well as volunteers helping out during the summer.

SSFPL also saw a significant increase in summer programming and attendance, which included local author talks, video game tournaments, programs in the makerspace, and camp visits, which all culminated in a very successful End of Summer Learning Extravaganza. Thanks to our full-time Youth Librarians Bobby Leiva, Martha Tran, as well as Han-Ching Wong, Monte Gordon and our library assistants and clerks for all their work.

Library Board Update to City Council at November 13, 2024 CC meeting

Claire Ramsey will be presenting on behalf of the Library Board at the City Council meeting on November 13, 2024.

MATTERS FOR CONSIDERATION

None

ITEMS FROM BOARD MEMBERS

Secretary Diane Huddleston attended the webinar, Banned Books 101: What Library Boards & Trustees Need to Know. Valerie Sommer will send the link of the recording to Board members. Diane will review her notes at the next Board meeting.

LIBRARY ANNOUNCEMENTS

The Board reviewed Announcements.

NEXT MEETING DATE AND AGENDA BUILDING*Next Meeting:*

Tuesday, October 22, 2024, 6:00 PM

Library | Parks and Recreation Center

Collaboration Room #1, Third Floor

901 Civic Center Way, South San Francisco, CA 94080

Agenda Building

- a) Discussion and Motion to Cancel the regular meeting of December 24, 2024
- b) 2025 Holiday Schedule
- c) Discussion of webinar by Secretary Diane Huddleston
- d) Discussion of procedures for patron challenges and comments on Library Materials

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:57 P.M.

Respectfully Submitted:

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