



MINUTES

SPECIAL MEETING

**LIBRARY BOARD OF TRUSTEES
CITY OF SOUTH SAN FRANCISCO**

**TUESDAY, SEPTEMBER 23, 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 6:00 p.m.

ROLL CALL

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

Absent: Valerie Sommer, Library Director

Staff Present: Adam Elsholz, Assistant Library Director
Jess Koshi-Lum, Youth Services Manager
Brian Malibiran, Patron Services Manager
Mary Ann Cordova, Acting Literacy Program Manager
Erika Madriz, Administrative Assistant II

AGENDA REVIEW

- No changes

PUBLIC COMMENTS

Written Comments Submitted:

- 0

The following individuals addressed the Library Board:

- None

ITEMS FROM STAFF MEMBERS

- 1. Summer Learning 2025 Presentation (Jess Koshi-Lum, ED.D., Youth Services)**
Jess Koshi-Lum presented on the summer programs for children and youth and provided highlights to the Board.
- 2. LSTA Grant Teens Succeed Presentation (Mary Ann Cordova, Acting Literacy Program Manager)**
Mary Ann Cordova discussed how the Literacy Services division used the LSTA grant funding for programs, internship opportunities and staff training.

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. Second interviews have been completed for the Literacy Program Manager position.

MATTERS FOR CONSIDERATION

7. Motion to approve the minutes from the July 29, 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 Amend the Library Use Policy

Motion – Catherine Abalos/ Second – Claire Ramsey: To amend the Library Use Policy. All members were in favor.

9. Discussion and Motion to Approve the LPR Mother's & Lactation Room Policy

Motion – Mary Giusti/ Second – Catherine Abalos: To approve the LPR Mother's & Lactation Room Policy. All members were in favor.

10. Discussion and Motion to Amend the Main Library Community Room Use Policy

Motion – Claire Ramsey/ Second – Mary Giusti: To amend the Main Library Community Room Use Policy. All members were in favor.

ITEMS FROM BOARD MEMBERS

None.

ADJOURNMENT

11. Next Meeting | Agenda Building

Tuesday, October 28, 2025, 6:00 PM

Library | Parks and Recreation Center

Adult Collaboration Room #1

901 Civic Campus Way, South San Francisco, CA 94080

Agenda Building

- Fiscal Year 2024-25 State Report Statistics
- Collaboration Rooms Use Policy

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: ____ / ____ / ____