



MINUTES

REGULAR MEETING

LIBRARY BOARD OF TRUSTEES
CITY OF SOUTH SAN FRANCISCO

Tuesday, March 25, 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,
Erika Madriz, Administrative Assistant II.

AGENDA REVIEW

No changes.

PUBLIC COMMENTS

Written Comments Submitted:

- 0

The following individuals addressed the Library Board:

- Olga Perez

MATTERS FOR CONSIDERATION

- 1. Review and approval of Draft Minutes from the February 25, 2025 Library Board of Trustees Meeting**

Motion – Claire Ramsey /Second – Mary Giusto: To approve Draft Minutes from the February 25, 2025 Library Board of Trustees Meeting, by roll call vote: AYES: Hector Camacho, Catherine Abalos, Mary Giusti, Claire Ramsey ; NAYS: None; ABSENT: None; ABSTAIN: None.

ITEMS FROM STAFF MEMBERS

- 2. Introduction of new staff: Grand Library Youth Services Librarian Elizabeth Conway**
Librarian Elizabeth Conway was introduced to the Library Board.

- 3. Library Director's Report. (Valerie Sommer, Library Director)**
Proclamation for National Library Week will be accepted by Hector Camacho at the April 9, 2025, City Council meeting.

Board Member Catharine Abalos gave a shout out to staff for the Black History Month programming and Silent Book Club.

- 4. Communications and Statistics.**
The Board members reviewed the Communications and Statistics.

- 5. Library Recruitments Update (Adam Elsholz, Assistant Library Director)**
Assistant Library Director Adam Elsholz and Library Director Valerie Sommer reviewed the list of open recruitments with the Board, as well as new hires starting in the coming weeks.

- 6. Status of Fiscal Year 2025-26 Budget requests (Valerie Sommer, Library Director)**
Library Director Valerie Sommer discussed the status of the FY 2025-26 budget requests. During the last mid-year budget, the library received back approximately half of the hourly staff that had been reduced due to budget cuts. Currently, the library needs more Library Assistants and Library Clerks to address the growing needs of the busy library and to address safety and security incidents occurring in the new building. To provide a higher level of experienced staff "on desk," approximately \$50,000 was requested to replace 2.0 hourly FTE Library Page positions with 2.0 hourly FTE Library Assistant positions. The growing needs of the library led to a discussion of consideration of an on-site social worker.

There is a possibility of budget cuts for the coming fiscal year; a budget update will be included in the April meeting agenda.

\$10,000 for increased library network costs at LPR have been preliminarily approved by the City Manager.

The Library is still in need of a third full-time Children's Librarian at LPR to meet program attendance and demand and library usage. The request was submitted, but tabled for now.

- 7. Day in the District Legislative meetings promoting library funding, program, services (Valerie Sommer, Library Director)**
Library Director Valerie Sommer attended the meeting, along with Peninsula Library System library representatives, with Assemblymember Papan and the aide to Senator Becker. They discussed the need to reinstate at least some of the California Library Services (CLSA) funding - \$3.6 million - lost in previous budget cycles as well as maintenance of support for library literacy programs. CLSA funding is focused on resource sharing between libraries and is used to support delivery between libraries and shared e-book collections.

8. Federal Funding for Institute of Museum and Library Services (IMLS) (Valerie Sommer, Library Director)

Library Director Valerie Sommer spoke about library federal funding in light of the recent Executive Order reducing or eliminating federal funding for the IMLS. State Libraries receive funding through grants to states program (e.g. LSTA). The Board discussed options for extending our reach for funding, such as AmeriCorps volunteers, and grants.

9. Library Announcements

The Board members reviewed the announcements. An encore presentation of Nurse Unseen will take place May 17 at 11:00 a.m. at the Council Chambers. SSF Oyster Points Dragon Boats presentation will be held May 10. Staff are currently working on Pride Month programming.

10. Next Meeting | Agenda Building

Tuesday, April 22, 2025, 6:00 PM
Library | Parks and Recreation Center
Community Room, 2nd Floor
901 Civic Campus Way, South San Francisco, CA 94080

ADJOURNMENT

Being no further business, Hector Camacho adjourned the Library Board meeting at 7:01 p.m.

Submitted by:

Approved by:

Erika Madriz
Administrative Assistant II

Hector Camacho
Library Board President

Approved by the Library Board: ____ / ____ / ____