

# Unapproved Minutes

November 22, 2016

Main Library Auditorium

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## **CALL TO ORDER**

The meeting was called to order at 5:59 P.M. in the Main Library.

## **ATTENDANCE**

Library Trustees present: Pat FitzPatrick, Diane Huddleston, Cisca Hansen and Robert Turnberg.  
Library staff present: Valerie Sommer, Library Director; Adam Elsholz, Assistant Library Director and Anita Palafox, Administrative Assistant II.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the regular October 25, 2016 meeting was made and seconded. A vote was taken and the minutes were approved.

## **PUBLIC COMMENTS**

No public comments.

## **DIRECTOR'S REPORT**

The Board reviewed the Director's Report. A few typos and corrections were noted and will be corrected. Event programming spreadsheet will continue to be used, formatting looks good.

## **COMMUNICATIONS:**

- a) Reference Questions, Circulation & Reference Statistics (Attachment #1)
- b) Library Articles, Issues & Programs (Attachment #2)
- c) Library Website, copy (Attachment #3)
- d) Board Attendance Chart (Attachment #4)

## **OLD BUSINESS**

### *Library Openings and Recruitments*

A staff photo book is in the works, it will be distributed at the next Board meeting. We have several new hourly staff in the positions of Librarian, Library Assistant, Library Clerk or Library Page. Elia Moreno was offered the position of Administrative Assistant I and has accepted.

### *New Main Library / Community Center Planning Update*

A meeting has been tentatively scheduled for January 11, 2017 to update City Council on Measure W planning. Kitchell Corporation, a construction management firm, has been hired to provide Measure W Project Management services.

**NEW BUSINESS***2017 Slate of Officers*

Nominations of officers were made as follows: Diane Huddleston as President; Cisca Hansen as Vice President; Valerie Lambertson as Secretary. The official election of officers will take place during the January 2017 meeting.

*Discussion and Motion to Approve the (revised) 2017 Holiday Schedule*

A motion to approve the revised 2017 Holiday Schedule was made, seconded, and approved.

**AGENDA BUILDING**

Election of Officers; Vote on change of date and venue of joint meeting with Park & Recreation;  
Review of Strategic Plan

**ANNOUNCEMENTS**

Marta Bookbinder's retirement celebration will be held on Saturday, December 3, 2016 at the Community Learning Center.

The Main Library Open House will be on Saturday, December 17 from 11:00 am – 3:00 pm.

**GOOD AND WELFARE**

Thank you to Pat FitzPatrick for her two year service as Library Board President.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:26 P.M.

Respectfully Submitted:

Cisca Hansen, Library Board of Trustees Secretary

Valerie Sommer, Library Director