

# MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA

## MINUTES OF MEETING March 9, 2023

Members Present:      Rose Barcal              Huyen-Yen Hoang              Kim Schmit-Pokorny  
                                 Carol Westlund  
Members Absent:      Cindi Hearn              Connie Novacek

### Agenda Item #1: Call to Order

The meeting was called to order at 6:07 p.m.

### Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

### Agenda Item #3: Introductions

There were no introductions.

### Agenda Item #4: Approval of Minutes of January 12, 2023 Meeting

It was moved by Westlund and seconded by Hoang that the January 12, 2023 minutes be accepted as presented. Board members voting aye: Hoang, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hearn and Novacek. Motion carried.

### Agenda Item #5: Library Director's Report

- a. Programs: highlights of programming were given.
- b. Employee update: Mark Crawford left the team. An offer has gone out for the afternoon Circulation Clerk I position.
- c. Library Meetings were reviewed including the quarterly CONDO Board Meeting with Metropolitan Community College (MCC).
- d. General Library Information included the update of carpet and AV equipment in the conference rooms is still underway. Pricing for HotSpots and the Telescope Kit have been shared. In February, a library patron called in support of the books in the library collection.

### Agenda Item #6: Circulation Report

Barcal distributed monthly circulation reports. The computer section of the report is being expanded to reflect the annual state report information.

### Agenda Item #7: Old Business

- a. Department Plan Development Strategy. There was no discussion.
- b. FY23 Budget: Requests
  - i. Full-time Administrative Assistant II. The job description for the part-time position was filed by the City Council on January 17, 2023. An internal posting was requested.
- c. National Medal for Museums and Library Service Nomination. This will be reviewed by the Institute in March of 2023 and awarded in the spring.

- d. State Report FY22. The one-page summary was shared. A discussion was held including the new colorful and appealing format.
- e. New Policy: Telescope. Barcal reported the proposed policy is due to the Telescope Kit. Discussion was held. It was moved by Schmit-Pokorny and seconded by Westlund to accept the policy as presented. Board members voting aye: Hoang, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hearn and Novacek. Motion carried.

#### Agenda Item #8: New Business

- a. Grants
  - i. 2023 Will Eisner Graphic Novel Grants for Libraries: Nerdy and We Know It Comic Book Club. Ashley Wemhoff, Teen Librarian, submitted a grant request for \$4,000 to begin a comic book club. The grants will be awarded in April.
  - ii. Three Rivers Library System: Continuing Education. Marjorie Shaw, Catalog Librarian, submitted a grant request for \$1,500 to attend the American Library Association Annual Conference in June. This grant was awarded.
- b. Memorial: Mary Zlochen. A memorial honoring Mary Zlochen is underway. Mystery titles are being identified and book plates with a memorial message are being added.
- c. Policy Review: Circulation. It was moved by Schmit-Pokorny and seconded by Hoang to accept the policy as presented. Board members voting aye: Hoang, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hearn and Novacek. Motion carried.
- d. Policy Review: Personnel. It was moved by Hoang and seconded by Schmit-Pokorny to accept the policy as presented. Board members voting aye: Hoang, Schmit-Pokorny, and Westlund. Nays: none. Abstain: none. Absent: Hearn and Novacek. Motion carried.

#### Agenda Item #9: Comments from the Floor

There were no comments from the Floor.

#### Agenda Item #10: Comments from the Board

For the next meeting: Barcal will research the number of military memberships and residency. Continuing education of the board will be verified to see how many hours are needed and when the current certification expires.

#### Agenda Item #11: Adjournment

There was a motion by Hoang and second by Schmit-Pokorny to adjourn the meeting at 6:42 p.m.

The next meeting is scheduled for May 11<sup>h</sup>, 2023 at 6:00 p.m. at the La Vista Public Library.