

**Los Alamos County
Library Board
Minutes
December 1, 2025**

Members Present

Beth Stelle

Ryan Parker

Jason Chappel

Michele Altherr (Zoom)

Others Present

Gwen Kalavaza, Library Manager

Veronica Encinas, Senior Librarian

Eva Jacobson, Senior Librarian

Counselor Beverly Neal-Clinton

Not Present

Brain Reardon

1. Call to Order

Chair Stelle called the meeting to order at 5:30 pm.

2. Public comment/correspondence (for items not on the agenda)

None

3. Board Business

A. Review and approval of the November 19, 2025 Library Board Minutes:

Motion: Board Member Altherr moved to approve the minutes of the November 19, 2025 Library Board meeting. Board Member Parker seconded the motion. Motion passed with 4/5 in favor. Board member Reardon was not present.

B. Proposed 2026 Meeting Dates

Library board members discussed the proposed dates for Library Board meetings in 2026. Vice-chair Chappel moved to approve the proposed meeting dates for 2026. Board member Parker seconded the motion. The motion passed 4/5. Board member Reardon was not present.

C. Presentation – Community Needs Assessment

Library Manager Gwen Kalavaza introduced and gave information on the context of the Community Needs Assessment and how it would inform the Library Strategic Plan. Senior Librarian of Community Engagement Eva Jacobson presented on the Community Needs Assessment Plan and gathered initial input from the Library Board.

D. Library Board Work Plan 2026

Chair Stelle gave an overview of the development of the Library Board Work Plan for 2026. She reviewed items and solicited input from the Library Board.

4. Chair and Board Member Reports

A. Chair's Report

Reported that the Library Board Agenda should reflect Board Member Chappel as Vice-chair. She reminded board members of upcoming trainings as well as the next volunteer opportunity at Winterfest for Library Board members.

B. Board, Commission and Committee Luncheon Report

None

C. Friends of Los Alamos County Library Liaison Report

Board Member Altherr gave an update to her presentation from 11/19

5. Board/ Staff Communications:

Manager's Report: Library Manager Gwen Kalavaza reported the following information: Library circulation totals for the month were 32386 with 9833 of those being digital. The library held 62 programs with a total attendance of 1112. The most popular programs outside of Music and Movement was Discover the Pueblo Food Experience with 32 attendees and the chess tournament with 38 attendees. She reported on upcoming programs in December as well as updated on the current Outdoor classroom project that will be delayed due to the discovery of utility lines that would interfere with building the stage. Report on staffing recruitment for a ¾ Library Associate. She shared patron feedback and kudos.

6. Q & A with Council Liaison

Counselor Neal-Clinton reported on a delay on reports for Library Board meetings and stated that she will be re-submitting them. She commented on future collaboration between the Library Board and the Art in Public Places Board.

7. Informational items (time and date of next meeting)

The next meeting is scheduled for January 5, 2026. Vice-chair Chappel will be running the meeting as Chair Stelle will not be in attendance.

8. Adjournment

The meeting adjourned at 7:16 pm.

Approved by the Library Board October 6, 2025

A handwritten signature in cursive script, appearing to read "E. Stelle", is written above a horizontal line.

Elizabeth Stelle, Library Board Chair