

**Los Alamos County  
Library Board  
Minutes  
Dec 2, 2024**

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**Members Present**

Frances Knudson  
Beth Stelle  
Sarah Work  
Michele Altherr – joined at 5:40pm

**Others Present**

Gwen Kalavaza, Library Manager  
Councilor Melanee Hand

**Absent:**

Brain Reardon

**1. Call to Order**

Chair Knudson called the meeting to order at 5:33 pm.

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

None.

**3. Board Business**

**A. Review and approval of the Nov 4, 2024 Library Board Minutes:**

**Motion:** Board Member Stelle approved the minutes of the Nov 4, 2024 Library Board meeting with one correction for the time of adjournment. Board Member Work seconded the motion. Motion passed with all in favor (3/3).

**B. Board elections - Chair**

Board member Work nominated Elizabeth Stelle for Chair of the Library Board. Stelle accepted the nomination. Member Knudson seconded and all voted in favor.

**C. Board elections - Vice Chair**

Board member Stelle nominated Michele Altherr for Vice Chair of the Library Board. Altherr accepted the nomination. Member Knudson seconded and all voted in favor.

**D. Liaison to the Friends of the Library**

This nomination was tabled until January.

**E. Library Staff Presentation – Update on the Library’s Strategic Plan**

The Library Board heard a presentation from Library Manager Kalavaza on the progress the library made last year on its strategic plan.

**F. Public Input on Outdoor Classroom**

The Board brainstormed ways to get input from the public.

**G. Library Board Work Plan**

The Board reviewed the first two sections of the work plan which is due Jan 31<sup>st</sup>.

**4. Chair and Board Member Reports**

**A. Chair's Report:**

Chair Knudson discussed the shared space on MS Teams for Board documents.

**B. Boards & Commission Luncheon Report:**

None.

**C. Friends of Los Alamos County Library Liaison Report**

Member Work attended the Nov 20<sup>th</sup> Friends meeting where it was voted to give \$20 gift cards to Friends volunteers. Work reported that the Friends made \$50000 in bookstore sales last year.

**5. Board/Staff Communications:**

**Mangers Report:** Library Manager Kalavaza reported the following information: Library circulation totals for the month of Nov were 22531 with 8917 of those being digital. The library held 55 programs in Oct with a total attendance of 1277.

**6. Informational items (time and date of next meeting)**

The next meeting is scheduled for Jan 6, 2025 at the Municipal Building.

**7. Adjournment**

The meeting adjourned at 6:59pm.

Approved by the Library Board Jan 6, 2025

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Elizabeth Stelle, Library Board Chair