

**Minutes
LIBRARY ADVISORY BOARD
Wednesday, June 6, 2018**

Minutes of the LIBRARY ADVISORY BOARD recorded at 6 p.m. on Wednesday, June 6, 2018, within the Tempe Public Library – 2nd Floor Conference Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

John Linda (Chair)
Felicia Durden
Joaquin Rios
Virginia (Ginny) Sylvester
Carrie Taylor
Christopher Watts

(MEMBERS) Absent:

Gail Rathbun (Vice-Chair)

City Staff Present:

Kathy Husser, Deputy Community Services Director – Library
Mary Fowler, Sr. Management Assistant, Community Services Administration
Katie O'Connor, Library Supervisor
Amanda Robles, Library Specialist II+

General Public Present:

Larry Conway, Friends of the Library

Agenda Item 1 - Call to Order:

- John Linda, Library Advisory Board Chair, called the meeting to order at 6 p.m. Kathy Husser introduced Katie O'Connor, the new Adult Services Supervisor. She has more than 20 years of supervisory experience at Scottsdale Public Library and has specific skills in managing an entrepreneurial space, small business programming and mentoring and motivating teams. Kathy introduced Amanda Robles, who will be assisting with the Board in the future.

Agenda Item 2 - Call to the Audience:

- There were no public comments.

Agenda Item 3 – Approval of the May 2, 2018, Library Advisory Board Meeting Minutes: - ACTION

- John asked Board members to review the unapproved Library Advisory Board Meeting Minutes document dated May 2, 2018.

MOTION: Christopher Watts moved to approve the May 2, 2018, Library Advisory Board Meeting Minutes.

SECOND: Carrie Taylor seconded.

DECISION: The May 2, 2018, Library Advisory Board Meeting Minutes were approved unanimously.

Agenda Item 4 – Friends of the Tempe Public Library Report:

- Larry Conway thanked everyone who attended the Learning Lab ribbon cutting.
- He reported that Connections Café staff catered a \$600 event for S.C.O.R.E. (Service Corps of Retired Executives), a group that uses the BRiC. He anticipates an increase in revenue as a result.
- The June Osher Lifelong Learning Institute classes have begun and most classes are full. He distributed a brochure on classes and information on a travel opportunity to New England that the Friends and Osher are sponsoring. There is a cost for members.
- Larry will be collecting a donation of 40 boxes of books from Sun City that can be sold through the book store.
- He anticipates that more than \$300,000 will be generated this year.
- He thanked Kathy for the Connections Café advertising that is strategically placed throughout the Library.
- Ginny Sylvester asked if Friends' memberships run by the calendar or fiscal year. Larry indicated that memberships are "as you pay."

Agenda Item 5 – Approval of the Library Display Policy - ACTION

- Kathy presented information on the policy. Discussion ensued on whether the wording of the Library's policy is consistent with other documents throughout the city. Kathy will check with the Community Relations Office for clarification and bring this item back for consideration at the September meeting.

Agenda Item 6– Approval of the Waived Fee Policy - ACTION

- Kathy presented the Waived Fee Policy. The following edits were made:
 - Change "AMH" to "library check-in system."
 - Move the final bullet point to the third position and change "per year" to "every 12 months."

MOTION: Carrie moved to approve the Waived Fee Policy as amended.

SECOND: Chris seconded.

DECISION: The Waived Fee Policy was approved unanimously as amended.

Agenda Item 7– Approval of the BRiC Room Policy - ACTION

- Kathy presented the BRiC Room Policy. The following edits were suggested.
 - Rework the first sentence to reflect that the room is a training room and indicate that it is available during regular library hours.
 - Delete Roman numerals
 - Instruct users to bring dry erase markers that are compatible to a dry erase board.
 - Indicate that food is allowed per library policy and delete reference to using another caterer.

MOTION: Ginny moved to approve the BRiC Room Policy as amended.

SECOND: Felicia Durden seconded.

DECISION: The BRiC Room Policy was approved unanimously as amended.

Agenda Item 8 – Staff Report:

- Kathy presented the following.

- Libraries ROCK! is the theme of the 2018 Summer Reading Program. The Library will play host to young families as well as teens this summer to strengthen literacy skills, encourage reading and have fun. The website to sign up for summer reading, track reading time and earn prizes is www.tempe.gov/SummerReading. Select Tempe Public Library as your "home" library. Totally Tempe Tuesdays started on June 5 with more than 400 attendees. The program was "Animal Crossing Made Real," which immersed the audience in the popular video game with activity centers, a scavenger hunt and crafts.
- The Polaris upgrade started at 5:30 p.m. on May 19 and was completed after midnight. This "face lift" for the home page and catalog creates larger fonts, allows limited searches for "in house-only" items that are checked in and provides a much cleaner look to the TPL site. The Library also received an improvement in the ebook check out process with "one touch" checkout within the Library's catalog. The Library's ebooks are now at 32,916 titles and account for more than 26 percent of materials circulation. Ginny asked how many holds on an Overdrive title triggers another copy being ordered for TPL customers. Kathy will confirm and email the group.
- The American Library Association's annual conference will be in New Orleans in June. Adult Services programming librarians, Jill Brenner and Jillian Coy, will represent the Library and present their findings/program ideas at the Library's all-team monthly meeting in July. Felicia asked how long the individual leading the Writer in Residence program will be available. Kathy indicated that she will be working through July.

Agenda Item 9 – Member Announcements/Future Agenda Items

- Library Display Policy

Agenda Item 10 – Adjournment

- John adjourned the meeting at 6:55 p.m.

The next meeting date and location of the Library Advisory Board is scheduled at 6 p.m. on Wednesday, Sept. 5, 2018, in the Community Services 2nd Floor Conference Room, Tempe Public Library, 3500 S. Rural Road, Tempe, AZ.

Prepared by: Mary E. Fowler
Reviewed by: Kathy Husser


Approval signature: Library Advisory Board Member

9/5/18