

**Minutes  
LIBRARY ADVISORY BOARD  
Wednesday, Dec. 5, 2018**

Minutes of the LIBRARY ADVISORY BOARD recorded at 6 p.m. on Wednesday, Dec. 5, 2018, within the Tempe Public Library – 2<sup>nd</sup> Floor Conference Room, 3500 S. Rural Road, Tempe, AZ.

**(MEMBERS) Present:**

John Linda (Chair)  
Virginia (Ginny) Sylvester (Vice-Chair)  
Carrie Taylor  
Christopher Watts

**(MEMBERS) Absent:**

Felicia Durden  
Joaquin Rios

**City Staff Present:**

Keith Burke, Community Services Director  
Kathy Husser, Deputy Community Services Director – Library  
Mary Fowler, Sr. Management Assistant, Community Services Administration  
Carlos E. Bejarano Jr., Support Services Supervisor, Library

**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.

**Agenda Item 2 - Call to the Audience:**

- Keith Burke, Community Services Director, introduced himself to the Board.
- Mary Fowler announced move to another City department.
- Carlos E. Bejarano Jr., Support Services Supervisor – Library, introduced as new minutes taker.

**Agenda Item 3 – Approval of the Nov. 7, 2018, Library Advisory Board Meeting Minutes: - ACTION**

- John asked Board members to review the unapproved Library Advisory Board Meeting Minutes document dated Nov. 7, 2018.
  - John Linda asked to clarify Item 4 to indicate that the 980 people are currently enrolled in classes.
  - Carrie Taylor asked to clarify Item 4 to indicate that classes meet four to five times.

- John Linda asked to clarify Item 6 to indicate that additional office space will be created for Human Services.

MOTION: Christopher Watts moved to approve the amended Nov. 7, 2018, Library Advisory Board Meeting Minutes with the changes to items 4 and 6.

SECOND: Carrie Taylor seconded.

DECISION: The motion passed, 4-0.

Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts

Nays: None

Absent: Joaquin Rios and Felicia Durden

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

- Larry Fowler presented the following information.
  - The Friends of the Tempe Public Library's Bag Sale sold 150 bags of books. This clears space for new books to be sold in the Friends Book Store.
  - The Friends are providing financial support for the new learning stations for the children's library. Donating approximately \$20,000.00 to replace the computer stations bought five years ago.
  - The Friends are working with the IT dept. to upgrade internet capacity in the book store.
  - The Friends contributed a \$50.00 prize to all winners of the Tempe Writing and Cover Design Contest.
  - The Friends donated books to Woods School.
  - The Friends will extend special thanks to community partner, Changing Hands Bookstore, by providing a holiday lunch for its employees. Changing Hands has donated thousands of books every year.

#### **Agenda Item 5 – Approval of the Library Advisory Board Annual Report – ACTION**

- Kathy Husser presented a draft of the Library Advisory Board Annual Report.
  - John Linda asked if the DVD Express checkout/fine policy could be added as an accomplishment to the Library Advisory Board annual report.
  - Ginny noted the report listed Gail as serving on the Board until December 2018.

MOTION: Christopher Watts moved to table the approval of the Library Annual Report until after reviewing the DVD Express checkout/fine policy.

SECOND: Virginia (Ginny) Sylvester seconded

DECISION: The motion was approved, 4-0.

Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts

Nays: None

Absent: Felicia Durden and Joaquin Rios

#### **Agenda Item 6 – DVD Express Checkout/fine Policy – ACTION**

- Kathy Husser presented the changes to the borrower privileges policy.
  - The 90-day DVD Express pilot program was successful and implemented permanently beginning November 27, 2018.
  - To implement the fines for the Express DVDs the policy must be updated.

MOTION: Carrie Taylor moved to approve the amended DVD Express checkout/fine policy.  
SECOND: Christopher Watts seconded.  
DECISION: The motion was approved, 4-0.  
Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts  
Nays: None  
Absent: Felicia Durden and Joaquin Rios

**Agenda Item 5 – Approval of the Library Advisory Board Annual Report – ACTION**

- Kathy Husser presented a draft of the Library Advisory Board Annual Report.
  - John Linda asked if the report should include the update to Library lending policy of DVD Express as an accomplishment.
  - Virginia (Ginny) Sylvester stated the new DVD Express materials are addressing issues with popular items and should be listed as such in the annual report.
  - Improved the customer service delivery of popular DVDs by instituting security cases and a best seller loan policy.
  - Virginia (Ginny) Sylvester asked about an expectation of attendance for the meetings.

MOTION: Virginia (Ginny) Sylvester moved to approve Library Advisory Board 2018 Annual Report as amended.  
SECOND: Carrie Taylor seconded.  
DECISION: The motion was approved, 4-0.  
Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts  
Nays: None  
Absent: Felicia Durden and Joaquin Rios

**Agenda Item 7 – New Officer Elections – ACTION**

- John Linda noted that elections must take place this meeting due to this being the last of Ginny's and John's term on the Board. John thanked Ginny for her six years on the Board.

MOTION: Carrie Taylor moved to nominate Christopher Watts as Chair of the Library Advisory Board by acclamation.  
SECOND: Virginia (Ginny) Sylvester seconded.  
DECISION: The motion was approved, 4-0.  
Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts  
Nays: None  
Absent: Felicia Durden and Joaquin Rios

MOTION: Virginia (Ginny) Sylvester moved to postpone the election for Vice-Chair election until the Jan. 2, 2019 meeting.  
SECOND: Christopher Watts seconded.  
DECISION: The motion was approved, 4-0.  
Ayes: John Linda, Virginia (Ginny) Sylvester, Carrie Taylor and Christopher Watts  
Nays: None  
Absent: Felicia Durden and Joaquin Rios

**Agenda Item 8 – Staff Report:**

- Kathy Husser presented the following update.
  - Roof/Leak repair project: Repair work will start next week. The work area will be protected by a 6-foot portable fencing. Two of the covered benches in front of the Library's main entrance will have to be permanently removed. The bolts were causing leakage into the program room. These covered benches will be repurposed and given to Facilities/Public Works.
  - Campus updates: The City is working on "No Trespassing" signs similar to the type used by the City of Phoenix libraries. Information about the signs was included in a City Council packet. The Library's 24-hour book return had to be taken into consideration. Wednesday Dec. 12 there will be a site walk by Kathy Husser, the city attorney, city prosecutor, Tempe Police, and the security chief to decide on final placement of the signs.
  - John Linda asked what the practical purpose of the signs would be. Kathy answered that Tempe Police indicated the signs would deter inappropriate behaviors after business hours. The 24-hour book drop, mail box, recycling bins prevent the total closure of the campus during non-business hours, but only appropriate activities are covered. Ginny noted that the Orbit runs until 10:00 PM during the week and 12:00 AM on the weekends.
  - Human Services Remodel: Kathy and Human Services met with the architect and the electrical consultant for a site walk on Tuesday, December 4. The design and electrical study should be completed by December 14. Human Services wants to wrap-up the project by June 30, 2019.
  - Library 2<sup>nd</sup> Floor Remodel: There is a tentative plan for the reconfiguration of Technical Services work space for staff.
  - Matthew Besenfelder, Homeless Outreach Specialist, started working at the HOPE office on the Library main floor. Matthew works at the Library full time and will be at the Library Staff Holiday Party.
  - Ginny asked about the Book Bike employee. The Book Bike grant ended on August 31, but Sean King has become the Book Bike Ambassador for the Library connecting with the homeless, homebound seniors, and marketing the library at outreach and citywide events.
  - Unique – Library Asset Recovery: The Library resumed contracting with Unique this year and the first month netted \$3200.00 in recovered materials.
  - The Library's Food for Fines program forgave \$2052.82 in late fees and took in a little over 1200 pounds in donated food.
  - Nathan Morrison has been selected as the Technical Support Specialist. Nathan has extensive technology support and customer service experience in the private sector and in libraries. Nathan's first day will be on December 10.
  - The Library's new website went live on November 14. Work continued until November 16 to reach full service. Links to the Friends of the Tempe Public Library and Library Advisory Board webpages can be found under the "Use the Library" link in the Library's "How Do I?" drop down menu.
  - A map for the Tilted-Landscape art piece was suggested at the October Board meeting but nothing can be placed on the art piece. Ginny asked if the Museum may have information on the art piece since it was installed as part of the building.
  - The Friends of the Tempe Public Library will vote on Tuesday, December 11 on the replacement of the AWE computer stations in the Library's youth area. The previous AWE computers were covered by a 5-year warranty and only one stopped working. The six stations will be replaced for \$18,568.00, down from \$23,000.00.
  - The Library will close on Christmas Eve and New Year's Eve at 5:00 PM.

**Agenda Item 9 – Member Announcements/Future Agenda Items**

- John Linda announced the Board Vice-Chair election will be held at next meeting.
- John thanked the Advisory Board members for being involved and making the Chair job easy.

**Agenda Item 10 – Adjournment**

- John Linda adjourned the meeting at 6:43 p.m.

The next meeting date and location of the Library Advisory Board is scheduled at 6 p.m. on Wednesday, Jan. 2, 2019, in the Community Services 2<sup>nd</sup> Floor Conference Room, Tempe Public Library, 3500 S. Rural Road, Tempe, AZ.

Prepared by: Carlos E. Bejarano Jr.  
Reviewed by: Kathy Husser

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Approval signature: Library Advisory Board Member