

**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 – 2nd 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, Public Works Supervisor/Administration – Water Utilities Division
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 her 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 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 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 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 Conway presented the following information.
 - The Friends of the Tempe Public Library's sold 150 bags of books during its annual sale. 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 to replace the stations bought five years ago.
 - The Friends are working with the Library to upgrade internet capacity in the book store.
 - The Friends contributed a \$50 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.
 - Ginny noted the report listed Gail Rathbun as serving on the Board until December 2018.
 - John asked if the DVD Express checkout/fine policy could be added as an accomplishment to the Library Advisory Board annual report.

MOTION: Christopher moved to table the approval of the Library Annual Report until after reviewing the DVD Express checkout/fine policy.
SECOND: Ginny 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 presented the changes to the borrower privileges policy.
 - The 90-day pilot program was successful and implemented permanently beginning Nov. 27, 2018.
 - The policy must be updated to implement the fines for the Express DVDs.

MOTION: Carrie moved to approve the amended DVD Express checkout/fine policy.
SECOND: Christopher 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 revised draft of the Library Advisory Board Annual Report.
 - The approved update to the Library lending policy of the DVD Express collection was added to the accomplishments listed in the annual report.
 - Ginny stated the new DVD Express materials are addressing issues with popular items and should be listed as such in the annual report.
 - The DVD Express collection was created to address the popularity of the Library's DVD collection and to improve the customer service delivery of popular DVDs by instituting security cases and a bestseller loan period.
 - Ginny asked about an expectation of attendance for the meetings.

MOTION: Ginny moved to approve Library Advisory Board 2018 Annual Report as amended.

SECOND: Carrie 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 noted that elections must take place this meeting due to this being the end of Ginny's and John's terms on the Board. John thanked Ginny for her six years on the Board.
 - Carrie nominated Christopher for Board Chair.

MOTION: Ginny moved to postpone the election for Vice-Chair election until the Jan. 2, 2019, meeting.

SECOND: Christopher 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 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.
 - 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. On 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 asked what the practical purpose of the signs would be. Kathy answered that Tempe Police the signs would be used to deter behavior. 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 p.m. during the week and Midnight on the weekends.
- Human Services Remodel: Kathy met with the architect, Human Services, and the electrical consultant for a site walk on Dec. 4. The design and electrical study should be completed by Dec. 14. Human Services staff wants to wrap-up the project by June 30.
- Library 2nd Floor Remodel: There is a tentative plan for the reconfiguration of Technical Services.
- 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 Aug. 31, but Sean King has become the Book Bike Ambassador for the Library connecting with the homeless and seniors at outreach events.
- Unique – Library Asset Recovery: The Library resumed contracting with Unique this year and the first month netted \$3200 in recovered materials.
- The Library's Food for Fines program netted \$2052.82 in late fees and took in a little more than 1200 pounds in donated food.
- Nathan Morrison has been selected as the Library Services Specialist. Nathan has extensive technology support and customer service experience in the private sector and in libraries. Nathan's first day will be on Dec. 10.
- The Library's new website went live on Nov. 14. Work continued until Nov. 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 public art pieces only in proximity of the piece. Ginny asked if the Museum may have information on the art piece because it was installed as part of the building.
- The Friends of the Tempe Public Library will vote on Dec. 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, a reduction from \$23,000.
- The Library will close on Christmas Eve and New Year's Eve at 5 p.m.

Agenda Item 9 – Member Announcements/Future Agenda Items

- John 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 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 2nd Floor Conference Room, Tempe Public Library, 3500 S. Rural Road, Tempe, AZ.

Library Advisory Board
Nov. 7, 2018

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

Approval signature: Library Advisory Board Member