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**Minutes  
LIBRARY ADVISORY BOARD  
Wednesday, Oct. 4, 2017**

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Minutes of the LIBRARY ADVISORY BOARD recorded at 6 p.m. on Wednesday, Oct. 4, 2017, within the Tempe Public Library – 2<sup>nd</sup> Floor Conference Room, 3500 S. Rural Road, Tempe, AZ.

**\*Changes as noted\***

**(MEMBERS) Present:**

John Linda (Chair)  
David Huizingh  
Mary O'Grady

Virginia (Ginny) Sylvester  
Joaquin Rios

**(MEMBERS) Absent:**

Gail Rathbun

**City Staff Present:**

Kathy Husser, Deputy Community Services Director - Library  
Mary Fowler, Sr. Management Assistant, Community Services Administration

**General Public Present:**

Carrie Taylor, resident

**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:**

- Carrie Taylor introduced herself and indicated her interest in the activities of the Board.

**Agenda Item 3 – Approval of the Sept. 6, 2017, Library Advisory Board Meeting Minutes: ACTION**

- John asked Board members to review the unapproved Library Advisory Board Meeting Minutes document dated Sept. 6, 2017.
  - No revisions were requested.

MOTION: Joaquin Rios moved to approve the Sept. 6, 2017, Library Advisory Board Meeting Minutes.

SECOND: David Huizingh seconded.

DECISION: The Sept. 6, 2017, Library Advisory Board Meeting Minutes were approved.

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

- Friends Report - Larry Conway presented the following:
  - Recap of the Friends' financial support to Tempe Library.

<b>Fiscal Year</b>	<b>Income</b>	<b>Amount to Library</b>
FY 14	\$265,000	\$39,000
FY 15	\$257,000	\$35,000
FY 16	\$278,000	\$53,000
FY 17	\$299,369	\$42,738
  - John asked how the funds are being used by the library. Kathy indicated that funding has supported several events, including Comicon, the Bookfestival, the Reading and Math Sprouts programs, other youth activities and construction of The Mill. This fiscal year, Kathy hopes to use some of the funding to complete the Literacy Lab in the youth area. Ginny asked about the contents of a Literacy Lab; Kathy indicated that labs provide computers, iPads and programming space.
  - The annual book sale will be Nov. 9 through 12. People can buy a bag of books for \$10.
  - The partnership with ASU's Osher Lifelong Learning Institute (OLLI) is underway. Last fiscal year, the program offered 63 classes and 173 class sessions with 2,277 students enrolled. Fall classes include a presentation by Roger Naylor on the Kolb Brothers.
  - Friends also are supporting the Ben Franklin Writers Circle and a performance by an ASU music class on Nov. 13. Students will be playing a different instrument using iPad applications.
  - The Friends had two requests for books from Little Library program participants.

**Agenda Item 5 – Staff Report:**

- Library Report – Kathy Husser reported on the following to the Board:
  - The Library Technical Services Manager position has been posted and will remain open until filled. Clay retires on Thursday. Kathy and staff have stepped in to assume the many tasks/roles that Clay handled for the Library. The intention is to have Clay's position filled by the end of the year.
  - The (LSTA) Library Services and Technology Act Book Bike Grant is in full swing and the opening launch party with Mayor and Council is scheduled for 10 a.m. on Oct. 14. The bike and Ambassador Sean King have several events booked and a route established. Kathy encouraged those in attendance to attend the party and celebrate this exciting new project intended to help senior, homeless and veteran populations while bringing the library to many Tempe residents who may not have access to traditional library services.

Ginny suggested that the city clarify that the books used for this program are all donated and are not being paid for with taxpayer funds.

Kathy indicated that books are not catalogued, so she does not expect them to be returned; however, should they be, they will be restocked within the book bike. There will be a regular schedule so people will know when they can return books and check out new ones. She indicated that other cities that have this program have noticed that many of the books are returned because of the relationship between the book bike ambassador and the patrons.

Sean is a military veteran and has been working for three months training with HOPE and the library so he knows how to direct people to services at the Library or within Human Services. This is not a bookmobile; Sean is more of a traveling face of the library outside the building. Kathy discussed a kiosk and other options that might allow people to checkout and return books that are catalogued through the library at other sites in the city.

- The Tempe Public Library cards have a new design out to bid that supports the city's new logo and tagline. "Making waves in the desert" is a bright and vibrant design that should be used by new library holders by next spring or summer, depending on how long the cards remain in stock.
- Polaris 5.0 was installed enabling patron receipts to show the "value of the Library." This note was added to individual accounts beginning on Sept. 20. It tallies the total amount of the money saved on patron checkouts Year to Date.
- Food for Fines will run from Nov. 1 through 26. One canned food item will equal \$1 with a limit of \$100 in overdue fines per account (no lost, damage or other fees apply.) No glass, cartons, packages or expired items will be accepted. All food benefits the TCAA.
- New Orbit buses are expected to begin routes on Oct. 23. These are longer buses and the city will be adding two stops.
- The MK auto-sorter was down and needed a part from Germany. To address this in the future, the Library will install a manual book drop that can be used if the machine is down.
- The library assumed the coordination of the BRIC from Economic Development on Oct. 1. There was a six-week transition time, during which an online portal for room reservations was developed to provide seamless service to business customers.
- The City Clerk's office indicates that there are many applications for the Library Board openings. The Mayor will appoint new members in December. Currently, there is one vacancy. Mary O'Grady's position will term out, and two positions are up for renewal.

#### **Agenda Item 6 December Meeting:**

- John indicated that there are two planned board member absences scheduled for December. The group discussed the City Ordinance's requirement that new officer appointments be voted on in December. Kathy explained that the Mayor's office will appoint new board members in December. She will clarify details surrounding the appointments. John and David indicated that they would attend the December meeting via telephone/cellphone to ensure that the board has a quorum.

#### **Agenda Item 7 –Members' Announcements/Future Agenda Items**

- Kathy indicated that voting on the Library Advisory Board Annual Report will be scheduled for the November meeting. Mary will send a draft copy to board members for their review prior to the meeting.

#### **Agenda Item 8 – Adjournment**

- Chair John Linda adjourned the meeting at 6:42 p.m.

Library Advisory Board  
Oct. 4, 2017

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The next meeting date and location of the Library Advisory Board is 6 p.m. on Wednesday, Nov. 1, 2017, in the Community Services 2<sup>nd</sup> 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

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