



**Minutes
LIBRARY ADVISORY BOARD
Wednesday, Nov. 1, 2017**

Minutes of the LIBRARY ADVISORY BOARD recorded at 6 p.m. on Wednesday, Nov. 1, 2017, within the Tempe Public Library – 2nd Floor Conference Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

John Linda (Chair)
David Huizingh (Vice Chair)
Gail Rathbun
Virginia (Ginny) Sylvester
Joaquin Rios

(MEMBERS) Absent:

Mary O'Grady

City Staff Present:

Kathy Husser, Deputy Community Services Director – Library
Lee Ann Hamel, Library Supervisor
Mary Fowler, Sr. Management Assistant, Community Services Administration

General Public Present:

Larry Conway, Friends of Tempe Library
Carrie Taylor, resident

Agenda Item 1 - Call to Order:

- John Linda, Library Advisory Board Chair, called the meeting to order at 5:58 p.m.

Agenda Item 2 - Call to the Audience:

- There were no comments from the public.

Agenda Item 3 – Approval of the Oct. 4, 2017, Library Advisory Board Meeting Minutes: - ACTION

- John Linda asked Board members to review the unapproved Library Advisory Board Meeting Minutes document dated Oct. 4, 2017.
 - Friends Report – Larry Conway clarified that the Osher Lifelong Learning Institute (OLLI) presentation should be listed: “by Roger Naylor on the Kolb Brothers.”
 - Library Report – David Huizingh requested grammatical changes to the Book Bike, Library card, Orbit bus and Clerk’s Office paragraphs.

MOTION: Ginny Sylvester moved to approve the Oct. 4, 2017, Library Advisory Board Meeting Minutes as amended.

SECOND: David Huizingh seconded.

DECISION: The Oct. 4, 2017, Library Advisory Board Meeting Minutes were approved with noted changes.

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

- Friends Report - Larry Conway presented the following.
 - Catering revenue for the first quarter (July through September) increased 40 percent from the same quarter last year.
 - For the first time, Friends sold books (mostly craft books and fiction) at Pyle's annual craft fair. Vicki, the bookstore manager, and volunteers were able to set up in the front walkway.
 - Richard C. Knopf, Ph.D., from the Arizona State University College of Public Service & Community Solutions, was among an elite group of 14 OLLI directors invited to a summit at the Osher Lifelong Learning Institute at Northwestern University. The Friends/ASU partnership was recognized at the event as having one of the leading sites within the organization.

Agenda Item 5 – Staff Report:

- Library Report – Kathy Husser reported on the following to the Board:
 - The Library Technical Services Manager has been recruited for a third time, and first interviews are Nov. 2. Second interviews are scheduled for Nov. 14.
 - The Tempe Book Festival is on Nov. 4. More than 80 exhibitors, including authors, publishers and vendors, are scheduled to participate. There will be panels on writing genres, a poetry workshop, children's activities, a marketing workshop, food trucks and more. Special speakers are Jana Bommersbach and Jenn McKinlay.
 - "Food for Fines" runs Nov. 1-26. One canned food item equals \$1 with a limit of \$100 in overdue fines per account (no lost, damaged or other fees apply). No glass, cartons, packages or expired items will be accepted. All food benefits the Tempe Community Action Agency.
 - The Collections workgroup is investigating using locking cases on the DVD's as too many items are lost or stolen. Approximately \$1,200-\$1,500 in materials disappears monthly and needs to be replaced. The plan for an Orbit bus stop near the Pyle Center may require opening the north door to the Library. When the door is opened, more theft is expected to occur.

Agenda Item 6 Library Advisory Board Elections Update:

- Kathy Husser reviewed responses from the City Clerk and City Attorney regarding board members' questions surrounding officer elections and board appointments.
 - The Boards and Commissions must comply with ordinances relating to them.
 - The appointments for new members/renewal of existing members can be done at the Nov. 30, 2017, City Council meeting. That way, the two members up for reappointment will know whether they have been reappointed. If reappointed, they would be eligible for an officer position to be voted at the Dec. 6 LAB meeting.

- If the appointments for new members have not been made by the Dec. 6 meeting, officers can be chosen from the known eligible pool of Board members at the Dec. 6 meeting.
- The Board could postpone the Dec. 6 Board meeting until after the Dec. 14 City Council meeting and place the appointments on that agenda. This would mean the Board would have to meet by Dec. 31, 2017.
- If December is always going to be a problem, the Board could consider an ordinance amendment in the future to change when officers are elected.

Members discussed these options.

MOTION: Joaquin Rios moved to nominate John Linda as Chair of the Library Advisory Board by acclamation.

DECISION: The motion passed.

MOTION: Joaquin Rios moved to nominate David Huizingh as Vice Chair of the Library Advisory Board by acclamation.

DECISION: The motion passed.

Agenda Item 7 – Library Advisory Board Annual Report - Action

- Kathy presented the Annual Report. The following revisions were requested.
 - Change Gail Rathbun's term to expire in 2018.
 - David Huizingh's term as Vice-Chair should be listed September-current.
 - The word "provides" should be deleted from the last sentence of the March list of accomplishments.

MOTION: Ginny Sylvester moved to approve the 2017 Library Advisory Board Annual Report as amended.

SECOND: David Huizingh seconded.

DECISION: The 2017 Library Advisory Board Annual Report was approved with noted changes.

Agenda Item 8 – Library Code of Conduct - Action

- Kathy presented updates to the Library Code of Conduct regarding designated smoking areas, changes in contact staff and the separation of the History Museum and Library Advisory Board.
 - No revisions to the current updates were requested.

MOTION: Gail Rathbun moved to approve the Library Code of Conduct.

SECOND: Joaquin Rios seconded.

DECISION: Updates to the Library Code of Conduct were approved.

Agenda Item 9–Business Retention and Innovation Center (BRIC) Report

- Lee Ann Hamel, Library Supervisor, presented the following information.
 - In late August, the Library signed an agreement to assume the daily operations of the BRIC from Economic Development.
 - BRIC is a concierge customer service model for which the Library provides desk coverage when possible. Staff is exploring how librarian volunteers may be able to assist.
 - Since taking over, staff has implemented new training and conference room booking procedures and policies that mirror those of the library meeting rooms.

- Staff has been vetting programs to ensure quality and best use of space.
- The Library has been building relationships with programming partners like the SCORE Association, formerly known as Service Corps of Retired Executives.
- Staff has increased marketing of programs and facilities through printed collateral, social media, the web and in-person interactions.
- Lee Ann hopes to create technology user guides and a business reference collection.
- Customer counts are tallied daily via infrared door counter.
- Lee Ann outlined the expectations for use of the space and program.

Agenda Item 10 – Member Announcements/Future Agenda Items

- Library Code of Conduct edits
- John Linda confirmed each member's availability to attend the December meeting.

Agenda Item 11 – Adjournment

- Chair John Linda adjourned the meeting at 7:02 p.m.

The next meeting of the Library Advisory Board is scheduled at 6 p.m. on Wednesday, Dec. 6, 2017, 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