
**Minutes
LIBRARY ADVISORY BOARD
Wednesday, September 4, 2019**

Minutes of the LIBRARY ADVISORY BOARD recorded at 6 p.m. on Wednesday, September 4, 2019, within the Tempe Public Library Second-Floor Conference Room; 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Christopher Watts (Chair)
Carrie Taylor (Vice-Chair)
Marissa Dailey (By Phone)
Felicia Durden
Chris Sar

(MEMBERS) Absent:

Marie Brown
Joaquin Rios

City Staff Present:

Carlos E. Bejarano Jr., Support Services Supervisor - Library Services Division
Rachael A. Brickner, Sr. Management Assistant - Community Services Administration
Micah Corporaal, Community Services Supervisor - Library Services Division (Youth Services)
Kathy Husser, Deputy Community Services Director - Library Services Division

General Public Present:

- No members of the general public present.

Agenda Item 1 - Call to Order:

- Christopher Watts, Library Advisory Board Chair, called the meeting to order at 6 p.m.

Agenda Item 2 - Call to the Audience:

- There were no public comments.

Agenda Item 3 - Approval of the June 5, 2019, Library Advisory Board Meeting Minutes: ACTION

- Christopher Watts, Library Advisory Board Chair, asked the Board members to review the unapproved Library Advisory Board Meeting Minutes document dated June 5, 2019.
 - No edits noted or requested.

MOTION: Chris Sar moved to approve the June 5, 2019, Library Advisory Board Meeting Minutes as presented.

SECOND: Carrie Taylor, Vice-Chair, seconded.

DECISION: Motion approved, 5-0.

Ayes: Christopher Watts (Chair), Carrie Taylor (Vice-Chair), Marissa Dailey (By Phone), Felicia Durden, Chris Sar

Nays: None

Absent: Marie Brown, Joaquin Rios

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

- No report.

Agenda Item 5 - Staff Report:

- Kathy Husser, Deputy Community Services Director - Library Services Division, presented the following recruitment update:
 - Recruitment for the full-time, benefitted Adult Services Librarian position at the Tempe Public Library is complete.
 - Nicole Swanson was selected for the position; her first day of work was August 26.
 - Nicole previously worked as a Reference Librarian at Grand Canyon University (GCU). Prior to working at GCU, in early 2017, Nicole interned at the Tempe Public Library (Library) identifying Adult Literacy Programs and assisting in the development of the Library's World Language Collection.
 - Second interviews were held for the vacant full-time, benefitted Library Assistant position.
 - A candidate has been selected; pending acceptance of the City of Tempe's (City) employment offer, the candidate will be announced at the Library Advisory Board (Board) meeting scheduled to occur on Wednesday, October 2.
- Kathy reported that in total, 4,300 children and caregivers attended the following events in the months of June, July and August:
 - Totally Tempe Tuesday programming at the Tempe Public Library;
 - Summer Reading Program story times at Tempe's Kid Zone Enrichment Program sites;
 - Summer Reading Program presentations and staff-led activities at Tempe public schools;
 - Reading celebrations at the Escalante Multi-generational Center's summer Kamp Kool;
 - Additional community experiences at Arizona Mills mall, Bubble Bee, Escalante Multi-generational Center, LEGOLAND Discovery Center Arizona, North Tempe Multi-generational Center, Paradise Splash, Pop-Up Story Walk at Arizona Mills, Story Walk at Escalante, Tempe History Museum, Tempe Transit and at the Westside Multi-generational Center.
- Kathy further reported that Library Complex security discussions are occurring at the City level to ensure the safety of the public and City staff members in the Library and its surrounding area.
 - Kathy acknowledged that the number of Library Complex visitors has increased as a result of additional public access to Tempe's Transit services, as well as the increased number of services rendered to the public through offices housed within the Tempe Public Library.

- Per Kathy, badge access is required to enter all Library Complex facilities before public hours and in staff areas within the Library.
- Felicia Durden inquired about emergency preparedness training for Library staff members; Kathy Husser confirmed that training is provided annually at the Library's designated staff training days.
- Kathy added that the City of Tempe IT Division is currently providing cyber security training to all staff members.
- In addition, Kathy is working with the City of Tempe IT Division and the Friends of the Library to issue and/or confirm access for any Connections Café staff person who may need access to the Library building outside of public open hours.

- Kathy distributed copies of the Tempe City Council Priorities to the board members.
 - Kathy explained that Council priorities are the strategies that measure Tempe's actions to ensure that the City's actions reflect community priorities.
 - Kathy defined the Tempe Public Library's specific priority as 3.33 (Quality of Life): Achieve a culture of literacy and engagement greater than the annual average of Valley Benchmark Cities (VBC) and Maricopa County as measured by the Tempe Public Library.
 - Kathy acknowledged that the development of the Library-specific council priority stemmed from the collection of survey data in the areas of activity and program participation.

- Kathy announced that Micah Corporaal, Community Services Supervisor - Library Services Division (Youth Services), is scheduled to lead the Youth Services team through a presentation at a Tempe Accelerates session scheduled to occur at 2:30 p.m. on November 14 within the Community Room meeting space at the Tempe History Museum located at 809 E. Southern Avenue. The presentation will address Council Priority 3.33 (Quality of Life); Micah's team will speak to the program and activity data collected in support of Literacy Engagement at the Tempe Public Library.
 - Kathy extended an invite to the board members and encouraged them to attend.
 - A link to the recording of the presentation will be forwarded to all Board members upon the conclusion of the presentation.

- Kathy reported that nearly \$7,000 in outstanding fines were waived during the Library's Water for Fines program in June.
 - Kathy explained that the pending amount was equivalent to approximately 914 gallons of water.
 - Water for Fines water bottles were used to stock three hydration stations in Tempe at multi-generational centers and provided further benefit to support services rendered by the Tempe Community Action Agency (TCAA).

- Kathy relayed information specific to intersection improvements at Rural Road and Southern Avenue.
 - Kathy explained that the project is scheduled to occur from September 2019 through February 2020.
 - Project details are subject to change based on weather, equipment or other unforeseen issues.
 - Anticipated work hours are 8:30 a.m. to 3:30 p.m., Monday through Friday, with additional striping and signal work to be performed at night.
 - The eastern Library complex entrance closest to the Edna Vihel Arts Center (southwest corner of Rural Road and Southern Avenue) will be closed. All other parking lot entry-ways will remain open with possible short-term closings, if necessary.

- Lane restrictions are possible on both Rural Road and Southern Avenue.
- Kathy reminded all to be aware of large and heavy operating equipment; equipment operator visibility may be limited.
- Kathy encouraged all to practice caution when traveling in the area.

Agenda Item 6 – 2019 Summer Reading Program Review:

- Micah Corporaal, Community Services Supervisor - Library Services Division (Youth Services), presented an infographic and report to the Board specific to the 2019 Summer Reading Program data:
 - Per Micah, the Tempe Public Library (Library) was second in Maricopa County for children who reached the 1,000-minutes-of-reading mark, and for overall program completion.
 - The Library was third in the County for registered readers out of 62 participating libraries.
 - Approximately 3,905 readers registered for and participated in Tempe's Summer Reading Program.
 - Out of the 3,905 registered readers, 1,463 were first-time participants.
 - 55% of total readers (2,145 participants) logged 1,000 minutes of reading and finished the program.
 - Tempe readers completed 1,695 challenges and earned 54,753 badges.
 - The total number of minutes read were 4,299,208, and the total points earned were 4,417,669.

Agenda Item 7 – Approval of Acceptable Use of Electronic Information Resources and the Internet Policy Updates: ACTION

- Micah Corporaal reviewed the proposed additions to the Tempe Public Library's Acceptable Use of Electronic Information Resources and the Internet Policy. Micah reported the addition of the following verbiage:
 - Conditions of Use; Access Heading, Page Four (4) of Seven (7)
 - "Computers in the Youth Library are reserved for children or teens under the age of 18 and their adult guardians. Exceptions are to be made at the discretion of youth library staff."
 - Per Micah, exceptions are made based on inclusivity for all ages and abilities who may benefit from any youth services e-resource.
 - Responsibilities of Use; Confidentiality of Use Heading, Page Six (6) of Seven (7)
 - "Patron item records and contact information cannot be disclosed to security or the Tempe Police Department without a court order. Patron name and library account notes may be disclosed to security if library staff has reason to believe the patron is breaking Tempe Public Library's Code of Conduct."

MOTION: Chris Sar moved to approve the Acceptable Use of Electronic Information Resources and the Internet Policy Updates as presented.

SECOND: Felicia Durden seconded.

DECISION: Motion approved, 5-0.

Ayes: Christopher Watts (Chair), Carrie Taylor (Vice-Chair), Marissa Dailey (By Phone), Felicia Durden, Chris Sar

Nays: None
Absent: Marie Brown, Joaquin Rios

Agenda Item 8 – Approval of Public Code of Conduct Policy Updates: ACTION

- Micah Corporaal presented proposed updates to the Tempe Public Library’s Code of Conduct policy. Micah reported the following updates:
 - Teen Center Code of Conduct; Activities and Inappropriate Behaviors Heading, Page Four (4) of Five (5)
 - “Information regarding the whereabouts of a teen ages 12-18 cannot be disclosed without prior consent from the minor to Library staff.”
 - “The Library encourages teens to monitor each other’s behavior, explore the many available resources, use the computers and Wi-Fi access wisely, turn to the Teen Services staff for assistance as needed and enjoy this space created just for them.”
 - Enforcement and Penalties of the Tempe Public Library; Enforcement Heading, Page Five (5) of Five (5)
 - “Patron name and library account notes may be disclosed to security if Library staff has reason to believe the patron is breaking Tempe Public Library’s Code of Conduct.”

MOTION: Carrie Taylor, Vice-Chair, moved to approve the Public Code of Conduct Policy Updates as presented.

SECOND: Chris Sar seconded.

DECISION: Motion approved, 5-0.

Ayes: Christopher Watts (Chair), Carrie Taylor (Vice-Chair), Marissa Dailey (By Phone), Felicia Durden, Chris Sar

Nays: None

Absent: Marie Brown, Joaquin Rios

Agenda Item 9 – Member Announcements/Future Agenda Items

- Kathy Husser confirmed two future agenda items; the 2019 Library Advisory Board Annual Report for consideration and possible approval, and a general discussion regarding Fine Free at Tempe Public Library that may also warrant consideration for approval.
- Felicia Durden inquired about Library programming specific to Halloween; Micah Corporaal relayed that the Library does offer trick-or-treating for families on Halloween, October 31.
- Kathy thanked all board members for attending the meeting and confirmed that the next meeting of the Library Advisory Board is scheduled to occur on October 2.

Agenda Item 10 – Adjournment

- Christopher adjourned the meeting at 6:45 p.m.

Library Advisory Board
September 4, 2019

The next meeting date and location of the Library Advisory Board is scheduled at 6 p.m. on Wednesday, October 2, 2019, within the Community Services Department Second-Floor Conference Room; Tempe Public Library, 3500 S. Rural Road, Tempe, AZ.

Prepared by: Rachael A. Brickner
Reviewed by: Kathy Husser



10/2/19

Approval Signature: Library Advisory Board Member