

**Minutes
LIBRARY ADVISORY BOARD
Wednesday, October 7, 2020**

Minutes of the LIBRARY ADVISORY BOARD virtual meeting recorded at 6 p.m. on Wednesday, October 7, 2020, held via Cisco WebEx Events.

(MEMBERS) Present:

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

(MEMBERS) Absent:

Marie Brown

City Staff Present:

Rachael Brickner, Sr. Management Assistant - Community Services Administration
Kathy Husser, Deputy Community Services Director - Library Services Division

General Public Present:

Larry Conway, President - Friends of the Tempe Public Library
Kiyomi Kurooka, DWL Architects + Planners, Inc.
Nicole Liebgold, DWL Architects + Planners, Inc.
Sean Warfield, DWL Architects + Planners, Inc.

Agenda Item 1 - Call to Order:

- Christopher Watts, Library Advisory Board Chair, called the meeting to order at 6:02 p.m.

Agenda Item 2 - Call to the Audience:

- No public comment.

**Agenda Item 3 - Approval of the September 2, 2020, Library Advisory Board Meeting Minutes:
APPROVED**

- Christopher Watts, Library Advisory Board (Board) Chair, asked the Board members to review the unapproved meeting minutes document dated September 2, 2020.
 - No edits noted or requested.

MOTION: Chris Sar moved to approve the June 3, 2020 Library Advisory Board Meeting Minutes as presented.
SECOND: Teri Metros seconded.
DECISION: Motion approved, 6-0.

Ayes: Christopher Watts (Chair), Carrie Taylor (Vice-Chair), Marissa Dailey (By Phone), Felicia Durden, Teri Metros, Chris Sar
Nays: None
Absent: Marie Brown

Agenda Item 4 - Update: Tempe Community Center Campus Master Plan

- Kathy Husser (K. Husser), Deputy Community Services Director - Library Services Division, introduced Kiyomi Kurooka, Nicole Liebgold and Sean Warfield of DWL Architects + Planners, Inc., and welcomed K. Kurooka, N. Liebgold and S. Warfield to the Library Advisory Board (Board) meeting.
- S. Warfield facilitated a presentation specific to the Tempe Community Center Campus Master Plan.
- S. Warfield stated that the overarching goal of the Tempe Community Center Campus Master Plan is to develop a road map for the campus for the next 30 years.
- S. Warfield identified the following project goals:
 - Enhanced visibility;
 - Improved pedestrian experience;
 - Consolidation and location of the Human Services Department;
 - Optimization of use and functionality of campus plazas and buildings;
 - Sustainability of design and environmental improvements.
- S. Warfield presented four site options to the Board members for consideration and feedback.
- S. Warfield thanked the Board members for their feedback and noted that DWL Architects + Planners, Inc., will present three concrete site renderings for further discussion and consideration at the next scheduled meeting of the Library Advisory Board on November 4.
- K. Husser and Chris Watts, Library Advisory Board Chair, thanked all members of DWL Architects + Planners, Inc. for their presentation.

Agenda Item 5 - Report: Friends of the Tempe Public Library

- Kathy Husser (K. Husser), Deputy Community Services Director - Library Services Division, Friends of the Tempe Public Library President, introduced Larry Conway, Friends of the Tempe Public Library President, and welcomed L. Conway to the Library Advisory Board (Board) meeting.

- L. Conway provided the following report on behalf of Friends of the Tempe Public Library (Friends of the Library):
 - Friends of the Library (Friends) remains a committed group of 60+ volunteers who are eager to return to the Tempe Public Library (Library) and anxiously await additional information specific to a return to service date;
 - The Friends organization is delighted that the Library's adjusted service model is performing well throughout the COVID-19 event;
 - Fall season Osher Lifelong Learning Institute (OLLI) classes are in-session and performing well;
 - OLLI is offering 116 remote classes throughout fall via Zoom Video Communications, Inc. (Zoom);
 - Friends' Connections Café operations are on-hold, while the Friends organization continues to rely on off-site and on-site book donation drop box sites in order to maintain its online book sales;
 - L. Conway further praised Jolene Gosling, Friends of the Tempe Public Library Executive Director, for her continued efforts to staff the Friends' offices throughout the COVID-19 event;
 - L. Conway reiterated that Friends' staff members anxiously await the opportunity to safely reopen the bookstore and café.
- Christopher Watts, Library Advisory Board Chair, thanked L. Conway for his report.

Agenda Item 6 - Staff Report: Kathy Husser, Deputy Community Services Director

- Kathy Husser (K. Husser), Deputy Community Services Director - Library Services Division, announced that Tempe Public Library (Library) will expand its current Lobby Service Model and move into Phase Two expansion of services on October 19. Kathy Husser confirmed that the following services will return to the Library:
 - Limited public computer use requiring an in-person reservation with a valid Library card (45-minute sessions per patron, per day);
 - Self-service printing and scanning inside the Library Computer Lab (also requiring an in-person reservation session with a valid Library card);
 - Mini collections for quick browsing of popular items (New Books, DVDs, Youth Items and Audiobooks);
 - An increase of item holds requests to 15;
 - An increase of item checkouts to 30 per Library card.

- K. Husser noted that the following protocols will remain in place during the Phase Two expansion of services:
 - Continued closure of meeting and study rooms, the Friends of the Library Bookstore and the Tempe Connections Café;
 - Patrons are limited to browsing the mini collections within the Lobby, only, with a maximum capacity of 30 at any one time (short visits are encouraged);
 - Face masks must be worn in the Library at all times while practicing safe physical distancing.

Agenda Item 7 - Discussion and Possible Approval: Tempe Public Library Code of Conduct Temporary Additions for COVID-19 Safety Measures APPROVED

- Kathy Husser (K. Husser), Deputy Community Services Director - Library Services Division, presented suggested edits to Tempe Public Library's Code of Conduct in advance of its Phase Two expansion of services to allow for temporary additions specific to COVID-19 safety measures.
- Temporary safety measures proposed for inclusion specify the following information:
 - 'Face masks must be worn in Tempe Public Library (Library) at all times while practicing physical distancing from others;'
 - 'No food or drink consumption while in the Library;'
 - 'Limited public computers available with reservations including self-service printing and scanning options while practicing social distancing;'
 - 'Patrons are responsible for cleaning their own computers;'
 - 'Patrons are limited to the main floor with a maximum capacity determined according to county health restrictions.'

MOTION: Felicia Durden moved to approve the temporary additions to the Tempe Public Library Code of Conduct for COVID-19 Safety Measures as presented.

SECOND: Marissa Dailey (By Phone) seconded.

DECISION: Motion approved, 6-0.

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

Nays: None

Absent: Marie Brown

Agenda Item 8 - Discussion and Possible Approval: Library Advisory Board Annual Report APPROVED

- Kathy Husser (K. Husser), Deputy Community Services Director - Library Services Division, reminded the Library Advisory Board (Library Board) members that the Library Advisory Board Annual Report is due to the City Clerk's Office in early December 2020.

- K. Husser presented the Library Advisory Board Annual Report to the Library Board members for review and approval consideration.
- K. Husser acknowledged that despite COVID-19, the Library Board has remained committed to help support and promote Tempe Public Library.
- K. Husser further thanked the Library Board members for their continued efforts to help ensure that goals related to City Council Strategic Priorities are met within the next 12 months.

MOTION: Carrie Taylor (Vice-Chair) moved to approve the Library Advisory Board Annual Report as presented.

SECOND: Chris Sar seconded.

DECISION: Motion approved, 6-0.

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

Nays: None

Absent: Marie Brown

Agenda Item 9 - Member Announcements/Future Agenda Items

- Rachael Brickner, Sr. Management Assistant, reminded the Library Advisory Board members that DWL Architects + Planners, Inc. and Dig Studio will present three concrete site renderings for further discussion and consideration at the next scheduled meeting of the Library Advisory Board on November 4.

Agenda Item 10 - Adjournment

- Christopher Watts, Library Advisory Board Chair, adjourned the meeting at 6:58 p.m.
- The next meeting of the Library Advisory Board is scheduled to occur at 6 p.m. on Wednesday, November 4, 2020, via Cisco WebEx Events.

Prepared by: Rachael Brickner; Reviewed by: Kathy Husser

Approval Signature: Library Advisory Board Member