

City of Glendale
Library Advisory Board Meeting Minutes
Glendale Public Library, Main Library
5959 West Brown Street
Glendale, Arizona 85302

Wednesday, May 11, 2016
6:00pm

I. Call to Order – Approximately 6:00PM

Chairperson Koory called the meeting to order at approximately 6:00pm. Board members Aborne, Allen, Lund, Vice Chairperson Collett, and Chairperson Koory were present. Board members Gibala and Ndavu were absent and excused.

Erik Strunk, Community Services Director, Michael Beck, Chief Librarian, Stephanie Miller, Senior Management Assistant, were present from the City of Glendale.

II. Approval of Minutes – March 26, 2016 (Special Meeting) and April 13, 2016 – Chairperson Koory asked if there were any revisions or corrections to the minutes of March 26, 2016.

Board Aborne stated she was excused and wanted it noted. Also, Chairperson Koory stated on page 2, #4, paragraph 3, she also wished to thank Councilmembers Tolmachoff and Turner as well as staff and DFDG.

Board member Aborne made a motion to accept the minutes as corrected. Board member Lund seconded the motion, which was approved unanimously.

Chairperson Koory asked if there were any revisions or corrections to the minutes of April 13, 2016.

Board member Aborne referred to page 4, #9, paragraph five, and wished to add "...and the Library Board and the Friends of the Library were invited to host a community table.

Vice Chairperson Collett made a motion to accept the minutes as corrected. Board member Allen seconded the motion, which was approved unanimously.

- III. **Business From The Floor** – Chairperson Koory called for any business from the floor. There was none.
- IV. **Loyalty Oath of Office and Library Board Member Recognition** – Chairperson Koory called for this item. Mr. Beck asked Chairperson Koory to take the Loyalty Oath of Office and the Board and Commission Oath.
- V. **FY16-17 Community Services and Library Budget** – Chairperson Koory called for this item. Mr. Erik Strunk presented information regarding the FY16-17 budget as it relates to the library specifically.

Mr. Strunk presented a PowerPoint presentation regarding the Library budget. He reviewed the accomplishments that occurred during the FY15-16. He stated the number of operating hours had been increased at the Velma Teague Library. Another major accomplishment was the Western Area Branch Library. Mr. Strunk said in working with the Maricopa County Library District this brought \$166,000 in credits, which meant more books and \$34,000 in free databases. He said the library has purchased and implemented a new auto cash handling system. He said previously library staff were cashiers as well, which is possible but not an efficient use of staff. He noted that \$263,000 was used to re-carpet, re-roof and repair the HVAC system for the Foothills Library Branch. This was approved in January 2016 by City Council.

Board member Lund asked where this money came from. Mr. Strunk said this is money that had been reserved or set aside for library repairs. Staff and Council are aware that the facilities will need to be maintained through the years to keep them operational.

Mr. Strunk added that 100 personal computers would be divided among the three library branches and replaces those which are outdated.

Board member Aborne asked where the five new tablets would be located. Mr. Beck said they also would be divided among the three branches. He said the new tablets would be used for roving reference.

Board member Aborne asked if there would be coding training for adults. Mr. Beck said that would be possible.

Mr. Strunk continued by providing a brief overview on next year's budget. He said there would be 43 full time positions with 29 part time positions, with 114 operational hours, which is an increase from 111 hours. The approved budget is \$4,653,714 to operate all three branches for the fiscal year.

He continued with an explanation of the new organizational chart for the Community Services Group. He noted this is effective July 1, 2016. At some point in the future, there will be recruitment for a department head over the newly created department.

Board member Aborne asked where this concept originated. Mr. Strunk said the new city manager, Mr. Kevin Phelps, in conjunction with the assistant city manager and City Council. He added Mr. Phelps was Deputy County Executive in Pierce County Washington. She was concerned with his familiarity of Glendale.

This item was for information and discussion.

VI. Foothills Recreation and Aquatics Center Library Informational Stand

Chairperson Koory called for this item. Mr. Beck and the Board discussed potential library informational opportunities at the Foothills Recreation and Aquatics Center (FRAC). The Board was in support of this endeavor, which will provide some type of information stand with library related materials advertising the library and all it has to offer.

Mr. Beck said an acrylic stand could be purchased which could hold and display information regarding the library. This would be located at the FRAC.

VII. Velma Teague Library Summer Hours Pilot Analysis

Chairperson Koory asked for the presentation. Mr. Beck provided an update regarding the 2015 Velma Teague Summer Hours pilot project. He presented findings such as statistics gathered related to the summer hours.

Mr. Beck said the current operation hours on Saturday are 10am to 3pm. He said during the summer months 3pm is almost the hottest time of the time. He said staff is finding that patrons are not visiting the library as often during the hours from 10am to noon. Also, a survey was distributed indicating patrons prefer the later hours. Staff

is suggesting the summer hour shifts from noon to 5pm to help accommodate the patrons' needs.

Chairperson Koory called for a motion to adjust the Saturday hours at Velma Teague.

Board member Lund made a motion to adjust the Saturday hours of operation from 12pm to 5pm in order to be consistent with the other two branches. Vice Chairperson Collett seconded the motion, which was approved unanimously.

VIII. Chief Librarian Update – Chairperson Koory called for the Chief Librarian Update. Mr. Beck presented and updated members on current library activities, operations and projects.

- Glendale Libraries Transform: Express Yourself LSTA Grant awards – Mr. Beck said the library was recently awarded a \$23,950 grant. This is federal grant monies dedicated to libraries and is a programming grant. This would be used for coding programs and Makerspace programs as well.
- All-in-One Bill Pay Machines Updates – Mr. Beck is working with Finance and staff is working with IT to be able to accept payments from cards, checks, and cash.
- OCLC Contract – Online Computer Library Center – Mr. Beck said when someone searches the catalog, this vendor will do the work to upload the information into the catalog. This is also used for InterLibrary loans, when books are shared among the libraries.
- Library updates – Mr. Beck said Overdrive is the largest book vendor the libraries use. He said more funds would be allocated to Overdrive as it is needed to meet the demands of the patrons.
- Upcoming Programs – Mr. Beck said he and Mr. Michael Schor are making great strides on preparing the entrepreneurial area in the Main Library. He added that the Summer Reading Program would also be beginning soon.

Chairperson Koory asked how the bid process works as it relates to the Western Area Library Branch. Mr. Beck explained the process and added the Board would be updated/informed on the staff's recommendation regarding the RFQ/Architect.

Board member Aborne stated that she appreciated staff sharing the presentation and other information which they present to City Council.

IX. Library Advisory Board Comments and Suggestions –
Chairperson Koory asked for comments or suggestions from the Board members.

Board member Collett stated she had attended the Cinco de Mayo event at the Velma Teague, which is where she met the new Board member's mother, who is a member on the Arts Commission.

Board member Aborne shared information about WeeReaders for new Board member Lund. She asked for ideas on how to advertise this program from the Board members.

Board member Aborne asked if any summer meetings would be vacated. Mr. Beck stated this item would be included on next month's agenda. He added there would be a retreat tentatively scheduled for August.

Board member Aborne was reviewing the city's website where it listed there were no vacancies on the Library Board. There are vacancies. Mr. Beck said the Council Office is aware of the vacancies but it is possible the updates have not been made to the website.

Chairperson Koory and Board member Lund felt that a board member should live in the district you represent.

Chairperson Koory said when a call is received from the library regarding an overdue book, for example, a message is not left on the answering machine. She would like to have this looked into and corrected.

x. Adjournment – With no further business, Chairperson Koory adjourned the meeting at 7:28pm.

The next meeting will be held in the Large Meeting Room at the Main Library on Wednesday, June 8, 2016 at 6:00pm.