

City of Glendale
Library Advisory Board Meeting Minutes
Sahuaro Ranch Park Historic Area – Fruit Packing Shed
9802 North 59th Avenue

Saturday, August 27, 2016
9:00am – 11:30am

Call to Order – Chairperson Koory called the meeting to order at approximately 9:00am.

Roll Call

Board members in Attendance: Board members Karen Aborne, Mickey Lund, Timothy Ndavu, Gary Johnson, Sidney Hadden (departed at 10:04am), Diane Kocur, Vice-Chairperson Collett, and Chairperson Koory were present. Board Member Allen was absent.

Staff in Attendance: Michael Beck, Chief Librarian, and Elaine Adamczyk (departed at 10:15am), Interim Community Services Director, were present from the City of Glendale.

Loyalty Oath of Office

Chairperson Koory called for this item.

Newly appointed Board Members Timothy Ndavu and Sidney Hadden recited their Loyalty Oaths. The Board members welcomed them to the Library Advisory Board.

Role and Mission of Library Advisory Board

Mr. Beck provided an overview of the mission, scope and function of the Library Advisory Board.

He stated the Library Advisory Board consists of 9 members, with two of those members being teens from nearby high schools. As an Advisory Board, the Board does not establish policy, but makes recommendations to the Chief Librarian and advocates for the library in the community.

Mr. Beck explained the responsibilities of the Board as well as the staff's responsibilities.

Mr. Beck displayed a picture of staff receiving an LSTA, Library Services and Technology Act, Grant from Secretary of State, Michele Reagan with Mayor Weiers and Council Member Turner.

Board Member Lund encouraged the Board members to communicate with their Council members and she added the Council does take into consideration the Board's input and suggestions.

Board Member Kocur asked if she should contact her Council member. Board Member Lund and the rest of the Board Members said yes.

Mr. Beck said September is Library Card Sign up Month. He said this is a big activity and to encourage those who do not have a library card to sign up.

Ms. Adamczyk stated that staff makes certain the Mayor and Council are updated on any items taking place within the Libraries. She added the Marketing Division is also made aware of these events.

Board Member Lund asked if staff attends the City Council Workshops. Ms. Adamczyk said yes.

Board Member Ndavu asked if the Library Board would be notified if a library related item was on a Council agenda. Mr. Beck said yes.

Board Member Aborne stated the Council meetings are streamed live on the Internet as well as KGLN Channel 11.

2016 Annual Library Customer Survey Findings – Chairperson Koory called for this item.

Mr. Beck made a presentation beginning with the survey results. He said 240 responses were received indicating that patrons typically visit our libraries anywhere between two to four visits per month. Also, they indicated they drive less than four miles to get to a library using their personal vehicle. He continued by stating those who participated in the survey indicated that 92% were very satisfied with staff customer service and facilities.

Some of the comments received were the addition of more operating hours, more new and popular book and DVD titles, and technology and computer improvements. He said eBook circulation continues to increase and that the website continues to be heavily used.

Mr. Beck reviewed the amount of library visits for the past five fiscal years. He noted the increase in electronic circulation continually increasing.

Board Member Ndavu indicated physical visits declined. Mr. Beck explained this is partially due to operating hours being reduced and possibly the use of electronic materials being easily accessible.

Board Member Kocur asked if visits through the drive-thru are also counted. Mr. Beck said yes.

He provided more statistics to the Board and concluded with upcoming items such as the Heroes Branch Library design proposal for west Glendale, researching possible increases to library operating hours, facility improvements, and adding the Main Library turns 30-years old next year.

Board Member Lund was concerned with youth being able to access adult content movies. Mr. Beck said a child would not be able to check out an “R” rated movie. The system would not allow the transaction to go through.

Board Member Ndavu asked if the number of logons to the libraries’ Wi-Fi could be tracked. Mr. Beck said no, not currently, but with the new technology improvements taking place, IT is working to provide those statistics in the near future.

In response to a question from Board Member Lund, Mr. Beck said the month of January, as well as the summer months, are always the busiest.

Chairperson Koory expressed her concern with the entrepreneurial center in the Main Library being left unmanned. She felt an employee should be physically located in the center at all times. She was concerned about the misuse of the expensive equipment located in the center.

Chairperson Koory suggested shelves be placed inside the bathroom stalls where patrons could place their belongings and books when using the bathroom. This would allow for a place to put your books rather than to lay them on the floor.

The Board suggested that daycares and retirement facilities be contacted to see if there is an interest for attendees or residents who may be interested in applying for a library card. Mr. Beck said the libraries do have outreach librarians who currently work with local daycares and retirement facilities now.

Board Member Ndavu asked if potential patrons could sign-up online. Mr. Beck said no, initially they would need to physically visit the library. Once they have obtained their library card, they can check out electronic items online.

Vice-Chairperson Collett added the library will be offering library cards with a “Snoopy” background. There will be two versions featuring Charlie Brown characters.

The Board took a short break from 10:28am to 10:44am.

Library Advisory Board 2016-2017 Action Plan

Chairperson Koory called for this item.

Mr. Beck explained each year the Library Board discusses a few items they would like to develop or address for the upcoming fiscal year.

Board Member Johnson said he would like to see the entrepreneur center functioning this year. He said many have expressed interest and would like to use the facility. Businesses need these resources.

The Board agreed to the following for their FY 2016-2017 goals:

- 1) Support and promote the development of the IDEA Center.

Vice-Chairperson Collett stated we need to continue to support the development of the Heroes Branch Library.

Board Member Aborne added the Heroes Branch Library is smaller in size than the existing Velma Teague.

The Board agreed to the following:

- 2) Continue to advocate for the development of the Heroes Branch Library.

The Heroes Branch Library is tentatively scheduled to open July 2018.

Board Member Aborne suggested the Board visit each library for an in depth tour.

Board Member Kocur said she would like to meet the Library staff.

The Board discussed the idea of nametags for the Board members or possibly a group picture placed on the website and/or in each library.

The Board agreed to the following:

- 3) Familiarize the Board with the libraries and their various operations and to introduce them to the staff.

Board Member Ndavu asked Mr. Beck if there was a certain day when all library staff met. Mr. Beck said there was an upcoming meeting in October. The Board wished to attend this upcoming meeting in order to meet all the library staff.

Board Member Kocur said the library is such a rich resource yet so many people are not aware.

The Board agreed to the following:

- 4) Promote awareness within the community of library services and programs.

With no more suggestions, Chairperson Koory called for a motion.

Vice-Chairperson Collett made a motion to adopt these four items.

Board Member Ndavu seconded the motion, which was approved with a vote of 7 to 0.

Board Comments and Suggestions – Chairperson Koory asked for comments or suggestions from the Board Members.

Board Member Kocur said she was happy to be on the Board.

Board Member Lund said she is learning and she is happy to be part of the Board.

Board Member Johnson stated he is looking forward to the journey on the Library Board.

Board Member Ndavu said he is glad to serve and encouraged all Board members to visit all the libraries within the City of Glendale.

Board Member Aborne welcomed the new members. She stated she is glad to have two teen members on the Board, as their opinions are valued. She encouraged the board members to participate in the Basic and Advanced Board and Commission training offered by the City of Glendale. She encouraged the new members to read previous meeting minutes. She said the Friends of the Library have been very supportive and some of the members were previously Library Advisory Board members. She encouraged the Board to support the Friends' activities.

Vice-Chairperson Collett said she enjoys being part of the Board and enjoys the meetings. She suggested the library brochures be handed out in the libraries.

Board Member Kocur would like more information about the basic and advanced training.

Board Member Lund stated she will not be in attendance at the September 14, 2016 regular meeting.

Adjournment – With no further business, Chairperson Koory called for a motion to adjourn.

Board Member Lund made a motion to adjourn. Vice-Chairperson Collett seconded the motion, which was approved unanimously.

The meeting adjourned at 11:25am.

The next meeting will be held in the Large Meeting Room at the Main Library on Wednesday, September 14, 2016 at 6:00pm.