



**City of Scottsdale
Library Board
Regular Meeting Minutes**
Wednesday, April 20, 2022
Civic Center Library Board Room
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Chair Shiela Reyman, Vice-Chair Janet Smigielski, Board Members Sheila Collins, Freda Hartman, Fred Klein, and Marna McLendon.

ABSENT: Board Member Sam Campana

STAFF: Community Services Administrator, Kira Peters; Managers Mandy Carrico and Erin Jones; Systems Integration Supervisor, Lee Schnoor

Call to Order

Chair Reyman called the meeting to order at 3:30 p.m.

Roll Call

Members present as listed above.

Public Comment:

No public comments were submitted.

Minutes - March 16, 2022

BOARD MEMBER HARTMAN MOVED TO APPROVE THE MARCH 16, 2022, LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER COLLINS SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSIDENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Kira Peters, Library Director / Community Services Administrator stated one of the comments is challenging a book on gender identity that is in the library. Ms. Peters stated Ms. Carrico handled the situation well and offered the patron to take advantage of the reconsideration process.

Board members asked questions and Ms. Carrico and Ms. Peters provided detailed information regarding the book and the reconsideration procedure. Board members discussed specifics around challenging of library materials by several patrons or an

organization, noting that it may be necessary to adjust the policy to ensure due process going forward.

Ms. Peters stated there was an inquiry when the toys and manipulatives would return. She stated these items were removed due to COVID safety protocols, but after discussion they will be coming back out.

Ms. Peters stated a patron who uses a wheelchair was thankful for the digital services. Another patron expressed concern with not having the convenience of a book drop for Palamino. Ms. Peters stated they are working with the Friends of the Library on fundraising to acquire two hold-it lockers to be placed within the community.

Ms. Peters said her favorite comment was the patron who stated while “renewing my relationship with the library” the staff at Mustang are professional and helpful. She believes the community is figuring out how to renew their relationship with the library.

Ms. Carrico stated new elements were added to patron comments for tracking purposes. Positive would be anytime a patron’s needs were met and negative would be any need or suggestion.

2. Fiscal Year 22/23 Library Budget Update

Kira Peters, Library Director/Community Services Administrator, provided an update on the materials budget, highlighting the following elements.

- The tentative budget has been released to the public and is available online.
- The General Fund increased by \$100,000 that came from the Community Service budget.
- The special revenue account has been approved for up to \$80,000, which comes from the sale of discarded books and book shop revenue. The available funds will increase with the sales.
- The Rassner Endowment provides \$18,000 per year with \$9,000 specifically for the collection.
- The proposed materials budget is approximately \$990,000 including an estimated \$418,000 from county funding.
- Library gate counts and circulation was included for context and comparison to prior years.

Ms. Peters stated although the library did not get the requested \$550,000, they are appreciative for what has been received. The goal is to increase usage, circulation, and gate counts to support the request for additional funding in future fiscal years with regular updates provided to the Library Board.

Ms. Peters stated the proposed materials budget was discussed with Ms. Jones, Collection Manager, who advised the collection will be okay.

Chair Reyman expressed concern with the agenda being adjusted and an outside party dictating what the board can and cannot discuss and/or act on. Ms. Peters clarified the agenda is reviewed and approved by the City Attorney and Assistant City Manager. Since the budget is not finalized it was best to have this as an informational item. However, it can be a future agenda item.

Board members expressed concern and asked questions specific to the funding. Ms. Peters provided detailed clarification on how the funding was derived. She noted that the \$150,000 added to the General Fund from a previous special revenue account will not be taken out of the General Fund and has no correlation with Fine Free funds.

Board members inquired if their concerns pertaining to the budget were heard. Ms. Peters advised the senior team appreciates what the board has done, which put the budget on City Council's radar. In developing the budget, the City uses metrics that come from many factors including gate count, circulation, programming, inflation, cost of materials, which is the cost of providing an important service to the community. She stated with recent survey results indicating the community likes the library she is confident the gate counts, usage, and circulation will increase and help in restoring the budget to pre-COVID numbers. Ms. Peters noted the City found and provided over \$100,000 to finish the Sky Room that went over budget.

Board members asked to have Assistant City Manager Bill Murphy come to the next board meeting.

Board Member Hartman commented the responsibility of the board is to represent the citizens of Scottsdale, which is taken seriously and generates the passion behind topics such as the budget.

Chair Reyman reminded the board the tentative budget adoption is scheduled for May 17th, at which time the budget cannot increase but could be decreased. The final budget adoption will be on June 7th.

3. Technology in the Library System

Lee Schnoor, Systems Integration Supervisor provided an update on primary technology use and projects in the library system that support users and keeps the infrastructure working, to include the following:

- Increase in bandwidth to support increased usage
- Upgraded the firewall for the library network including current security updates
- Upgraded switches on the City network to improve bandwidth for staff
- Completed a fiber upgrade at Mustang increasing bandwidth
- Upgraded to Cat6 wiring for all public computers
- Co-located equipment at the SCA data center
- Working on getting approval from City IT to install a digital kiosk for customer use at Civic Center
- Purchased a new spine printer for Civic Center
- A request has been submitted to upgrade public printers to allow for different paper size and scan to email
- Public computers will be updated, but will continue to offer DVD drives
- Working on obtaining software that will allow the library system to manage their own mobile devices
- Open Plus has faced a variety of technical issues but is close to implementation
- SharePoint data transmission is being integrated

- The department is getting ready to support hold-it lockers and worked with E-rate Program for funding to offset the cost of equipment at Rio
- Upgrades at all branches is planned for next FY

Mr. Schnoor explained each branch has public computers and public WiFi access. Each branch has learning laptops and volunteers available to train patrons on computer use.

Board Member Hartman inquired how up to date the computers are. Mr. Schnoor advised desktops and laptops have a rotation cycle of every five years. Staff used tablets are on a three-year rotation and the Chromebooks, iPads, and similar devices currently do not have a planned rotation period but are replaced when they can no longer get security patches.

4. **Library Branch Highlight – Civic Center Library**

Erin Jones, Civic Center Library Branch Manager, stated through the partnership with Public Art there is a new exhibit by the Telarana Fiber Arts Guild that will run until the end of June, with an opening reception on Friday, April 24, 2022, at 10:30 a.m. Associated programming around the theme of the exhibit will be held monthly. Through a partnership with Scottsdale Sister Cities and Scottsdale Artists School's annual young artist and author showcase; Generation Rescue – Sustainable Water for All is on exhibit until April 30th in the lobby. The next lobby exhibit is a photography display from the nonprofit organization Kids in Focus available until mid-July.

Ms. Jones stated phase 1 of converting the emergency exit in the youth room to an additional entrance from the plaza has begun, with a goal of having the entrance functional when the plaza reopens to the public.

Ms. Jones discussed the staffing challenges and the impact on services and implementing programming. She added that interdepartmental cooperation is a result of COVID strategies that continues to benefit the library.

Ms. Jones noted the following priorities: training new staff, reopening spaces and services, coordinating with technology on upgrades, opening the Sky Room on May 12th, improve wayfinding with the installation of the digital kiosk, complete the youth room entrance, rebuild the teen room, and the return of Meg's Café prior to the completion of the plaza project. It is important to strengthen the partnership with Phoenix Rescue Mission.

5. **Strategic Planning**

Kira Peters, Library Director/Community Services Administrator, provided the board with a copy of the current 19/22 Library Strategic Plan that has been reviewed and updated yearly. Ms. Peters reminded the board this is the final year of the 19/22 strategic plan and work has begun on the new strategic plan. The first meeting was held on April 15th with discussions on the process and the community survey.

6. **Public Library Association (PLA) Conference Review**

Kira Peters, Library Director/Community Services Administrator, stated the conference was refreshing and inspiring. She discussed the top three takeaways:

- Hold it lockers are a great way to service the community
- Using volunteers for a book delivery system

- Setting up generic library cards for bulk check outs to a variety of community groups such as the preschool and senior populations. Ms. Peters noted there has been discussion on using duplicate and weeded materials.

Vice-Chair Smigielski mentioned another option is part-time satellite libraries staffed by volunteers.

7. Director's Report

Kira Peters, Library Directory/Community Services Administrator, stated library circulation is up 1% from this time last year with physical circulation up 8% and e-circulation down 6%. She stated with the retirement of Becky Gallivan Butler she is working on finalizing the specific and technical job description to be able to recruit the right person. Ms. Orr and her team are doing a great job planning current and future programming that will be held in and out of the libraries. The ALA is aware of increased banned and challenged books in circulation. With the libraries being open safety instances have increased and while still searching for security, operations staff have been managing the situations. Volunteers are coming back to fill selective library needs. Library week was held April 4th – 10th and Mayor Ortega stopped by to show appreciation for the library staff.

8. Identification of Future Agenda Items

- Third Quarter Library Usage Review
- Strategic Plan
- Calendar
- Budget Update
- Invite Bill Murphy to speak to the board on the decision package process.
- Summer Reading Program

9. Board Members' Reports

Board Member Hartman provided an overview of the Friends of the Library meeting stating the following.

- Working on making the presentations in all branches consistent
- Working on two grants for the hold it lockers; they have a third one in the works
- Ongoing discussion regarding summer restaurant fundraisers
- Transitioning to a new user-friendly website design
- A fundraiser is scheduled for Sunday, April 24th from 6-9 p.m. at the Anticus Fine Art Books Jewelry & Design facility. Board Member McLendon mentioned she had attended a similar event that far exceeded her expectations.

10. Adjournment

VICE-CHAIR SMIGIELSKI MOVED TO ADJOURN THE MEETING. BOARD MEMBER HARTMAN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0), CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:18 p.m.

Recorded and Transcribed by eScribers, LLC.