



**City of Scottsdale  
Library Board**

**Regular Meeting Minutes**

Wednesday, June 15, 2022, 3:30 pm  
Civic Center Library Board Room  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

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

**ABSENT:** Board Member Freda Hartman

**STAFF:** Kira Peters, Community Services Administrator; Manager, Mandy Carrico; Systems Integration Supervisor, Melissa Orr, Program Outreach, Training & Volunteer Services, Sr. Manager; Erin Krause Riley, Adult Services Coordinator; Dr. Mariko Whelan, Early Learning, Youth & Teen Services Coordinator; Anna Anderson, Community Service Management Analyst

**Call to Order**

Chair Reyman called the meeting to order at 3:31 p.m.

**Roll Call**

Members present as listed above.

**Public Comment:**

No public comments were submitted.

**Minutes** – May18, 2022

VICE CHAIR SMIGIELSKI MOVED TO APPROVE THE APRIL 20, 2022, LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER MCLENDON SECONDED THE MOTION, WHICH CARRIED SIX (5) ZERO (0) AND ONE (1). CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS COLLINS, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE, BOARD MEMBER CAMPANA ABSTAINED, AND THERE WERE NO DISSENTING VOTES

## **REGULAR MEETING AGENDA**

### **1. Patron Comment Report**

Kira Peters, Library Director / Community Services Administrator stated with the libraries open they are seeing usual comments such as increased noise levels, concerns with homeless individuals using the library, and rude behavior. The library is open to all and if a patron has a concern, they are encouraged to reach out to a staff member to address the situation.

A couple of comments related to materials one that included a recommendation for new material. Concern regarding the removal of online access to Value Line, which was a financial decision and there are hard copies available at Civic and Mustang.

A comment inquired if the library could host a political debate and after research it was determined that it is against AZ law for municipalities to appear to be influencing the elections. A discussion ensued.

Vice Chair Smigielski raised a concern with the inability to cancel holds electronically or telephonically and suggested having the ability to leave a message or email. Ms. Carrico noted she would investigate a way to make the process more convenient.

### **2. 2019-2022 Library Strategic Plan Review**

Kira Peters, Library Director provided an overview of the 2021-22 Strategic Plan goals and objectives including the progress, completion percentage, and outside impacts for each goal. The 2019-20 Strategic Plan was 82% complete and the 2020-21 plan was 81% complete. Ms. Peters will provide the board with the full reports from 2019- 2022.

Board members McLendon inquired of lessons learned through this process. Ms. Peters noted the plan keeps track of goals and holds everyone accountable. Ms. Carrico noted staff goals are structured around the Strategic Plan.

Board Member Collins commented success can't be measured if you don't know what it looks like. Ms. Peters noted the Strategic Plan ties into the Vision and Mission Statement.

### **3. Library Board Calendar of Topics**

Kira Peters, Library Director presented proposed key topics to be covered in calendar year 2023 by the Library Board, including DVI (Diversity, Equity, and Inclusion). A Discussion among the board ensued pertaining to when and how to discuss the budget. The remaining 2022 calendar year will resemble the proposed 2023 topics and each month the meetings will rotate among the four library branches concluding with Civic Center in December 2022.

### **4. Library Staffing**

Mandy Carrico, Senior Library Manager, presented the break down between full-time and part-time staff within the entire library system. Currently the library system employees 119 staff members with 97 of them being in operations. 51 (42%) employees are full-time and

68 (57%) are part-time. There are 15 (13%) vacant positions, which will decrease to 9% as of Monday, June 20, 2022.

Most part-time positions are within the entry level positions. It is desired to have more full-time employees specifically in operations, however, part-time employees are more flexible, and it would be a large impact on the budget. Shortening the hiring time and offering partial medical and vacation benefits to part-time employees are some of the measures taken to recruit and retain part-time employees.

Board members asked questions with the following answers provided. At this time the library does not employ mostly adults but is working on removing the requirement for a diploma to allow more teens to be employed. Ms. Carrico noted there are 30 librarians and provided an overview of what the position requirements and responsibilities including the volunteers. Ms. Carrico recognized the pay difference between private and public sectors and noted those who enter public service do it to serve and not for the pay.

Board Member McLendon recommended the board consider how to assist over the next 5 years to increase the full-time to part-time ratio without creating more vacancies.

## **5. Library Board Liaison Role and Assignments**

Shiela Reyman, Library Board Chairperson, discussed the role and goals of the Library Board/Library Branch liaisons. Ms. Peters noted the branch managers appreciate the board members coming in to see what is happening and recognizing their work. Also suggesting attending a staff meeting. Ms. Carrico noted the visits allow for staff to get to know you and recognize you are advocating for them. Chair Reyman stated regular face to face communication and recognition is important rather than just showing up with treats in December.

Chair Reyman inquired which library the board members would like to be a liaison to from now until January.

Board Member McLendon	Arabian
Board Member Klein	Mustang
Board Member Campana	Civic
Board Member Collins	Appaloosa
Board Member Hartman	Mustang or Civic (TBD)
Vice Chair Smigielski	Mustang or Civic (TBD)
Chair Reyman	Admin

## **6. Director's Report**

Kira Peters, Library Director/Community Services Administrator, provided the Library Board with a summary of current events in the library. As previously noted, there are many vacancies system wide with the most important being the Technical Services Manager position for which 12 applications have been received. Metrics are being tracked closely with current circulation up 101% and attendance up 27% compared to last year.

The 2022-23 budget was approved on June 7, 2022, with a \$172,000 increase in the general fund. The new special revenue account has \$80,000 to expend from book sales

and possibly more if the sales exceed that amount. The Maricopa County LAP provided \$469,962 \$61,000 less than last year.

The Summer Reading Program is very successful with over 4,000 registered and active participants. The library will start auto renewals as of July 1, 2022, except for wait list, interlibrary loans, and delinquent accounts. Fine Free was initiated just before the pandemic and was quickly overshadowed; however, Ms. Orr has been initiating ways to promote it. The Pony Express hours have been extended to compliment regular service hours with 450 people using it.

The next phase of the 2023-26 Strategic Plan development is in person community focus groups that consist of 8-10 members each. An outside consultant will be hired to conduct the in-person meetings with the Library Board, Staff, and Friends of the Library.

## **7. Board Members' Reports**

Ms. Peters noted she provided the Friends of the Library with her board report and Ms. Hartman provided them with updates on the Library Board specifically activity around the budget.

A discussion ensued regarding Board Member Campana's recent trip to the "Most Beautiful Library in the World".

## **8. Identification of Future Agenda Items**

- Calendar
- Meeting at another branch beginning in September
- Book Store Sales, promotions, and who determines what is to be sold.
- Website functions and how to make it more effective
- Anniversary Celebrations
- Civic Center Mall updates

## **9. Adjournment**

BOARD MEMBER COLLINS MOVED TO ADJOURN THE MEETING. BOARD MEMBER KLEIN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0), CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, 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 5:00 p.m.

Recorded and Transcribed by eScribers, LLC.