



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**

Wednesday, December 20, 2023, 3:00 p.m.  
Rio Montaña Park  
11180 N 132<sup>nd</sup> St.  
Scottsdale, AZ 85259

**PRESENT:** Chair Janet Smigielski, Board Members, Sam Campana, Enid Seiden, and Leslie Totten

**ABSENT:** Vice Chair Freda Hartman, and Board Members, Natalee Esposito, and George Hartz

**STAFF:** Melissa Orr, Senior Library Manager and Interim Library Director; Tamera Norwood, Senior Library Manager; Javier Mendoza, Staff Coordinator; Judy Doyle, Community Services Assistant Executive Director

**Call to Order**

Chair Smigielski called the meeting to order at 3:00 p.m.

**Roll Call**

Members present as listed above.

**Public Comment:**

No members of the public were present and no public comment cards were submitted.

**Minutes – November 15, 2023**

BOARD MEMBER SEIDEN MOVED TO APPROVE NOVEMBER 15, 2023, LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FOUR (4) TO ZERO (0). CHAIR SMIGIELSKI AND BOARD MEMBERS CAMPANA, SEIDEN, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSIDENTING VOTES.

## **REGULAR MEETING AGENDA**

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

Melissa Orr, Interim Library Director, provided an overview of patron comments received over the last month, which included comments related to the chemical smell associated with the installation of the new carpet at Mustang. Ms. Orr explained the steps that were taken to ventilate the building and work with staff and patrons during this process. Both good and negative comments related to the mix of patrons utilizing the Mustang Library branch.

In response to board member questions, Ms. Orr discussed noise comments that were received and how they were addressed, noting this has been an issue they are looking to rectify soon. If a patron indicates they do not want a response, the report does not allow for a notation to be made on how the situation was addressed. A notation can be made if a patron was contacted personally rather than by email. The situation at Mustang where a patron overheard a conversation related to an autistic child was addressed and determined to be taken out of context. All comments received must be included in the Patron Comment report.

Melissa Orr, Interim Library Director introduced Tamera Norwood, Senior Library Manager over Public Services and Building Operations. Ms. Norwood told the board a little about herself.

### **2. Rio Montaña Park Presentation**

Melissa Orr, Interim Library Director, discussed the current use of the Rio Montaña Park location and future plans by the library system, noting the purpose is to bring services to the neighborhood after Palomino closed. Ms. Orr explained the building was part of Parks and Recreation and how it was previously utilized. Utilizing the \$25,000 State Library Construction Grant funds Ms. Orr secured, the building was revamped and used for Library programs but could not be sustained with COVID and has not been used since. A story walk has been put in, a heavily used book drop is available, and a Books-to-Go structure and a bench are being constructed. In response to a prior survey, the plan, which is a work in progress, is to utilize one-half of this location to provide a location for holds to be picked up and offer a popular selection of materials; the other half would be used for programs.

### **3. Budget Process**

Judy Doyle, Community Services Assistant Executive Director, discussed the Fiscal Year 2024/25 operating budget process utilizing slides from the Budget Department's presentation on November 15, 2023, for the operating budget kick-off. Ms. Doyle also noted that the following dates presented are tentative and subject to change.

A review of internal and external key dates was presented. Ms. Doyle discussed that November 20, 2023, is when the budget system opened for divisions to start entering their budget line items, November 30<sup>th</sup> is when internal service rates are due, and the budget system for

submissions closes on December 22, 2023. January 6 – 19, 2024 is when the City Treasurer and Budget Department will have reviews with divisions and could ask to meet with library staff to answer questions related to the proposed budget. On January 13, 2024, all budget requests will be reviewed by the Human Resources, Information Technology, and Fleet departments for appropriateness. January 25 – February 2, 2024, the library budget will be presented to the City Manager. On January 26<sup>th</sup>, 2024, new and/or changes to rates and fees for services within any division are due to the City Attorney's Office. The library is not proposing any changes to rates or fees. On February 13<sup>th</sup> or 20<sup>th</sup>, 2024 preliminary operating and capital budgets will be presented to City Council for initial review and finalized between February 21st and March 29th. The proposed budget will be released on April 4, 2024, and presented to the City Council on April 16th, with a tentative adoption on May 14th and a final adoption on June 4th.

The economic outlook shows with the elimination of the rental tax and 2.5% flat income tax rate the City is facing approximately \$28 million in lost revenue. Sales tax represents 30% of the City's revenue, which has been decreasing over the last two years. Other factors impacting the budget include inflation and labor shortages, which lead to higher wages. The expenditure limitation, which is calculated by inflation and population, was discussed.

An overview of the General Fund, the City's largest fund, was provided for the last 17 years and the next 5 years. It is anticipated that in 2025-26 expenses will begin to exceed revenues even with the City's conservative budgeting. To solve this issue new revenue sources will need to be established or expenses must be reduced.

The current direction from the budget department is no new positions and no new ongoing expenses. Limited one-time funding requests could be submitted. The library submitted requests for a sound wall, youth restrooms and exterior painting at Mustang, and additional restrooms at Civic Center. All divisions were also asked to review their programs and eliminate any that are no longer of value and shift funding to higher priorities, which the library does annually.

In response to board member questions, Ms. Doyle explained the budget is a flat budget. Decision packets were eliminated from this year's budget process and the amount of funding from Maricopa County has not been received. It was recommended to have future budget presentations in November.

#### **4. Library Policy Changes**

Melissa Orr, Interim Library Director, will propose changes to the rules of conduct, meeting room use, and acceptable use of electronic resources policies for approval and the removal of the unattended belongings policy due to inclusion in the Community Services Policy.

Ms. Orr explained they were unable to complete the review of the policies with the legal department and the DEIB committee and has asked for this to be added to either the January or February agenda. Additionally, Ms. Norwood has experience with policies and procedures and will be taking over this project, as review of the policies is a top priority for the coming year.

In response to board member questions, Ms. Orr explained the reference to the Community Service public policies will also be available on the library website. There is a time limit for unattended items which is part of the policy and will be presented along with the policy at an upcoming meeting.

## **5. Election of Officers – Review of Positions**

Janet Smigelski, Library Board Chair, provided an overview of the chair and vice-chair duties and responsibilities as outlined in the bylaws. These positions will be voted on at the meeting in January. The liaison to the Friends of the Library was also discussed. Board Members Campana and Totten volunteered to share the liaison position, and Chair Smigelski noted a further discussion can be held at the next meeting.

## **6. Discussion on Going Paperless**

Janet Smigelski, Library Board Chair, discussed reducing the amount of paper required for meetings by utilizing virtual meeting documents. Mr. Mendoza suggested board members respond to the invitation to request paper copies, otherwise all meeting documents would be sent virtually. After a brief discussion, Chair Smigelski noted all documents would be virtual except for the agenda. Should a board member need a paper copy they are to reach out to Mr. Mendoza.

## **7. Old Business**

### **a. Library Board Calendar Update**

Melissa Orr, Interim Library Director, presented the final version of the Library Board's yearly calendar of topics. The only recommended change is to remove the Friends of the Library presentation from March 2024 because a presentation was made in October. Moving the budget discussion to November from December was also discussed.

Chair Smigelski noted that minor corrections will be made, and Ms. Orr will send a final version to board members.

## **8. Director's Report**

Melissa Orr, Interim Library Director, provided the Director's Report highlighting the following:

- ▶ The Spirit of Literacy Awards were held on November 17, 2023.
- ▶ The Ultimate Family Play Date was a success with approximately 4,000 attendees.
- ▶ The library has a table at the Old Town Farmers Market held the first Saturday of every month.
- ▶ NOAHFEST will be held in January on McDowell Road.
- ▶ A Knit-it Program will begin in January.
- ▶ A Puzzle swap will be held at Arabian on January 29

- ▶ The Art Exhibition will change over on January 8 to Color Love with a reception on January 11 at 4:00 pm.

Chair Smigielski reminded board members to let Ms. Orr know if they will be attending any events to ensure the board is following the open meeting laws.

- ▶ Staffing updates; as noted previously, Tamera Norwood has been hired as a Senior Manager and will assume duties previously performed by Mandy Carrico. Ms. Doyle is interviewing for the Director position and will have a decision soon. Two employees left employment, one for a promotion and one for retirement. Three of the branch managers have 20+ years of service, specifically Medina Zick, Branch Manager for Mustang who was presented a 25-year service award before this meeting.
- ▶ At the request of the board a contact sheet for all board members containing email and start and end term dates will be emailed to all board members after the meeting. It was noted Rommel Cordova stated phone numbers could not be included.
- ▶ At the last meeting the board inquired about permissible communication. Ms. Orr reminded the board that one-on-one communication is permissible so long as it is not conducting business nor violates the open meeting law.
- ▶ All board members must watch the video, complete the public service ethics training confirmation, and the personal interest disclosure form, and return it to Mr. Mendoza before the January 17th meeting or they will be prohibited from attending that meeting. The documents will be provided to board members in an email.

## **9. Board Members' Reports**

- Board Members Totten and Seiden discussed their great experience at the Tail Wagging Tales event held at Arabian.
- Board Member Totten discussed her visit to Appaloosa, participating in the Farmers Market in December, and attending story time at Civic Center. A patron inquired of "maker space" at the library. Ms. Orr advised they were in the process of opening one at Civic Center, unfortunately, they need experienced staff to oversee the space, but they are hoping to acquire some volunteers. Board member Totten also noted many citizens are not aware of the programs offered by the library. Ms. Orr reminded the Board that part of the strategic plan is educating Scottsdale on what the library does. A discussion ensued among board members on different options for promoting library programs.
- Board Member Seiden discussed a conversation with Louisa Aikin, Branch Manager for Arabian, who advised they no longer have discipline issues. Chair Smigielski suggested having Ms. Aikin speak on it during the February meeting, to be held at Arabian.
- Board member Seiden volunteered to participate in the Farmer's Market in February.

## **10. Identification of Future Agenda Items and Future Meeting**

- Update on Hold-it Locker usage and maintenance costs
- Update on Pony Express usage and maintenance costs
- Library Board elections
- Annual ethics review
- City Annual Report

- Hosting local authors
- Library Board upcoming vacancies

Next regular meeting: Wednesday, January 17, 2024, 3:00 pm at Mustang Library

**11. Adjournment** - 4:55 p.m.

BOARD MEMBER TOTTEN MOVED TO ADJOURN THE MEETING AT 4:55 P.M. BOARD MEMBER SEIDEN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FOUR (4) TO ZERO (0). CHAIR SMIGIELSKI AND BOARD MEMBERS CAMPANA, SEIDEN, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

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