



**SCOTTSDALE PUBLIC LIBRARY BOARD
MEETING MINUTES
Civic Center Library Board Room
January 21, 2009 - 3:30 p.m.**

Members Present: Paul Lison, Chair
Denise Dowers, Vice Chair
Nancy Walker, Secretary
Joan Freund
Judy Lewis
Camille Schmidt

Absent: Louise Nemanich, excused

Staff Present: Rita Hamilton, Library Director
Carol Damaso, Public Services Manager
Aimee Fifarek, Manager of Technologies and Content
Cheryl Thomsen, Library Administrative Coordinator
Kathy Coster, Manager for Innovation
Marie Raymond, Early Literacy Librarian
Rose Rimsnider, Administrative Secretary

Mr. Lison introduced Jane McGrath, Larry McGrath, and Herm Rosen from Grayhawk Classic Residents' Foundation. Mrs. McGrath spoke on behalf of the foundation informing the Board that Grayhawk Classic Residents' Foundation is excited to have the Appaloosa Library near their community and would like to present a check for \$20,000 for Appaloosa's Story Time Room. Mr. Rosen, President, presented Ms. Hamilton, with a check for \$20,000. Ms. Hamilton and Mr. Lison thanked the Foundation on behalf of the Scottsdale Public Library System for their donation.

CALL TO ORDER

Mr. Lison called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES

Mr. Lison called for a motion to approve the Minutes of the December 2008 meeting. Ms. Schmidt so moved; Mrs. Lewis seconded, and the motion passed 6-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Monthly Statistical Report – Cheryl Thomsen

	<u>December 2007</u>	<u>December 2008</u>	<u>% Change</u>
Items Circulated	230,844	296,387	+28%
YTD Circulation	1,399,494	1,748,515	+25%
Attendance	103,430	114,479	+11%
YTD Attendance	664,641	720,469	+8%

The Gift & Memorial Trust Account receipts in December were \$345.00, expenses were \$0. In the Library Book Sale Special Revenue Account, December income from sales were \$14,234.67 and expenditures were \$49,959.31.

In December 2008, volunteers donated 2,476 hours to the Library, and the public access computers were used 38,613 times.

Ms. Dowers handed out a summary of expenditures grouped by categories. She asked if the report could be summarized in a similar way as it clarifies the report for the Board. Ms. Thomsen replied she can prepare the report grouped by categories. Ms. Schmidt added, since Scottsdale Community College is eliminating senior programs, perhaps we could shift some funds to the seniors for lifelong learners. Mrs. Freund added she'd like to see more programs available for the older population. Mrs. Coster responded that the Library has currently scheduled one program per month for adults.

Library Director's Report – Rita Hamilton

Ms. Hamilton presented Mrs. Walker with a book honoring her for the six years of service to the Board because her term of office expires January 24, 2009.

Ms. Hamilton pointed out to the Board that a picture of Appaloosa's wall was on the front cover of the Scottsdale Republic.

Ms. Hamilton reported that the Library's budget reduction will be five percent for the current year. Reductions will come from materials, upgrades to software, supplies, travel, and training. Citywide, 47.5 FTE positions will be eliminated through attrition. We are holding any vacant positions for Appaloosa. Ms. Hamilton also went on to say that it is a good time to build Appaloosa because we're already 25% into construction, library use is up, the distance to the next library, and there's a strong community support for Appaloosa. Ms. Hamilton said that we intend to open Appaloosa with a 45 hour week utilizing staff relocated from existing branches. We can do this because we have streamlined many processes, increased the use of our self-check machines, outsourcing, processing and cataloging of new materials, and our floating collection no longer involves boxing up books and transferring them to their original branch. Ms. Hamilton also stated that we are processing 3,700 holds a month.

Ms. Hamilton reported that Council approved an employee retirement incentive plan that pays selected retiring individuals a week's pay for every year of service. She also said that we have some new library programs targeting those looking for a job and staff are helping customers apply for jobs and unemployment benefits online.

Customer Comment Report – Rita Hamilton

Mrs. Walker referred to the comment regarding lowering a desk at a computer station and asked what ADA means. Ms. Hamilton responded that ADA stands for American Disabilities Act and the desk cannot be lowered because we need to offer a desk that a wheel chair can fit under. Ms. Dowers commented on the fact that we offer a free faxing service and asked why. Ms. Hamilton responded that due to budget cuts we will eliminate the free fax line for long distance; however, it will remain free for local calls. It's a service that our customers appreciate. Regarding the customer comment on the

carpeting at Palomino, Ms. Hamilton said that maintenance is the school's responsibility and we have been working with them to resolve the issue. Mrs. Damaso reported that the carpeting will be replaced and Palomino will be closed on two Saturdays, February 14 and February 21 for the re-carpeting.

Library Service Highlight – Rita Hamilton

Ms. Hamilton said that the Strategic Plan was created with public input. Our Goals are aligned with our primary business and objectives. Ms. Schmidt questioned the Early Literacy, Objective 4, that 80% seemed high when some children have nannies with very limited English and how will they be able to support the six essential early literacy skills. Ms. Hamilton responded that when we have programs, we gear them towards caregivers as well as children. Ms. Raymond also responded that staff are comfortable with the six early literacy skills and will point out to customers examples of the literacy skill being displayed or that a particular activity will cover a particular literacy skill. Ms. Dowers asked Ms. Raymond how we will measure the competency level. Ms. Raymond said we will conduct a survey in the spring. Ms. Dowers asked how many objectives would be affected come July 1 if further cuts are necessary. Ms. Hamilton responded that there may be some objectives we will not be able to achieve.

Ms. Hamilton handed out a list of Library Highlights for 2008. A few highlights include: the Library circulated 3 million items; we remodeled the Library website; held programs for over 18,000 people, reduced expenditures by 10%; utilized over 250 volunteers; started building the new Appaloosa Library; and we received a 98% customer approval rating. Mrs. Lewis said this list of accomplishments should be seen by more people, it is impressive. Mrs. Coster said she is working on getting the word out. Mrs. Lewis also noted that other City departments should be made aware of these accomplishments. Ms. Dowers suggested that highlights could be included in the next library e-newsletter.

ITEMS REQUIRING BOARD ACTION

Ms. Raymond gave the Board handouts explaining what the funds for the Early Literacy Outreach request will be used for. Ms. Raymond said that the Community Baby Showers will enhance the Bookbites program. Parents will receive an invitation to a shower where staff or volunteers will present a brief program based on the Every Child Ready to Read workshops which introduce parents to the six early literacy skills and present a brief storytime which also illustrates those points. The goal of these programs is to firmly establish Scottsdale Public Library as a partner in the educational continuum, and to validate our contributions by linking our activities to relevant research and evaluation. She also said that this program is a wonderful complement to our Bookbites program, allowing the staff to present in depth our library's resources for new parents. Discussion ensued as to how we obtained names of new parents to invite to the baby showers. Ms. Schmidt suggested having new parents fill out an address card while in the hospital so that we may send the invitation.

Proposed Expenditures – January 2009

YS - Early Literacy Outreach	\$ 6,850
VOL National Week Recognition	1,300
YS Motherread AZ	<u>1,000</u>
Total	\$ 9,150

Mr. Lison called for a motion to approve the January 2009 proposed expenditures. Ms. Schmidt so moved; Mrs. Walker seconded and the motion carried 6-0.

ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION

Mrs. Freund raised the concern about the lighting outside the Arabian Library. Ms. Hamilton responded that she met with electricians last week and they will be installing additional lighting. Mrs. Freund also reported that volunteers at Arabian Library have asked her what the funds from the Library Shop are used for. Ms. Dowers suggested that this information could be disseminated at the Hearts & Flowers luncheon.

Mrs. Freund asked what kind of marketing we have to obtain donations and she would like to see if the Library could generate more donations. Mrs. Coster said she would look into it.

OPEN CALL TO THE PUBLIC

Mrs. Ecton shared that the City has a wonderful program, STOMP (Scottsdale Teens on a Mission for Progress), where teens assist seniors in the community with home improvement projects.

Mrs. Walker thanked the Library staff and Board, it's been an honor working with you and I'm very proud of our libraries.

Mrs. Coster handed the Board invitations to the Hearts & Flowers Volunteer Luncheon.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 5:10 PM.

Respectfully submitted,

Rose Rimsnider, Administrative Secretary