



**SCOTTSDALE PUBLIC LIBRARY BOARD
MEETING MINUTES
Civic Center Library Board Room
June 17, 2009 - 3:30 p.m.**

Members Present: Denise Dowers, Chair
Louise Nemanich, Secretary
Judy Lewis
Paul Lison
Carol Padwe

Absent: Joan Freund, Vice Chair, excused
Greta Knapp, excused

Staff Present: Rita Hamilton, Library Director
Carol Damaso, Public Services Manager
Cheryl Thomsen, Library Administrative Coordinator
Aimee Fifarek, Technologies & Content Manager
Dana Braccia, Content Development Coordinator
Rose Rimsnider, Administrative Secretary

CALL TO ORDER

Ms. Dowers called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES

Ms. Dowers called for a motion to approve the Minutes of the May meeting. Ms. Nemanich so moved; Mrs. Lewis seconded, and the motion passed 5-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))
Monthly Statistical Report – Cheryl Thomsen

	<u>May 2008</u>	<u>May 2009</u>	<u>% Change</u>
Items Circulated	266,115	313,974	+18%
YTD Circulation	2,704,256	3,319,241	+23%
Attendance	129,873	134,497	+4%
YTD Attendance	1,310,527	1,422,134	+9%

The Gift & Memorial Trust Account receipts in May were \$51.05, expenses were \$1,131.37. In the Library Book Sale Special Revenue Account, May income from sales were \$14,535.60 and expenditures were \$16,600.13. In May 2009, volunteers donated 3,074 hours to the Library, and the public access computers were used 46,509 times.

Library Director's Report – Rita Hamilton

Ms. Hamilton reported we're three weeks into our summer reading program and have registered 9,017 children vs. 5,400 last year; 366 for our baby program; and 1,035 teens, which is about the same as last year. We're very pleased that our total registrations of 10,418 in three weeks exceeds last year's final total for seven weeks. Also, our program completions have doubled this year with adults adding in 2,441 registrations for a total of 12,859 participants.

The Library has 130 teen volunteers this summer reading shelving and aiding in some programs. They are helping to teach a digital arts curriculum to other students using the four new MACs we received through a digital arts grant. Ms. Hamilton displayed the "Express Yourself " Teen page from the Library's website. She pointed out the link for teens to make a book review and added that we've had great participation by our teens with over 430 book reviews.

In Early Literacy, we're partnering with Paiute Neighborhood Center to distribute the Brain Box for our babies. We are also working with SMOCA on a program called Picture Books and Museum Looks.

We received two state grants, one is for Community Baby Showers and this will raise the awareness of what services we have for new parents. The other grant is for increasing services to our Hispanic community.

Ms. Hamilton also reported that our digitized historical photographs have been made easily available on the website in the upper right hand corner of the web page.

Ms. Hamilton informed the Board of the upcoming Friends' event, Manuscript & Munchies. The author, Betty Webb, will talk about her latest book and be available to sign books. The event takes place June 25 at McCormick & Schmick's from 5:30-7:00 pm. Another event will be hosted by the Poison Pen and feature author Clive Cussler at Civic Center Library on June 27 from 6-8 pm.

Ms. Hamilton reported that the budget is uncertain at this time. We are buying some automated returns that will free up staff to help customers. We are identifying reductions and we will need to shift staff resources around. We've announced 13 transfers at this time to help where we are thin and when we get ready to staff Appaloosa we will ask staff if they would like to move. Ms. Dowers asked if Appaloosa stays on schedule as planned, when will you be rearranging staff. Ms. Hamilton replied, probably in early October because we're looking at an early November opening. Mrs. Lewis asked Ms. Hamilton if she found that the libraries were busier at certain times throughout the day. Ms. Hamilton responded yes, we take hourly counts quarterly for each building. Ms. Dowers asked if all those taking retirement have gone and Ms. Hamilton responded not all of them. They have until September 16.

Customer Comment Report – Rita Hamilton

Ms. Hamilton commented that several comments this month were based on our service reductions that have been implemented. Ms. Dowers commented on the list of the latest DVDs complaint and the response to the complaint describes how to get that list. Ms. Dowers explained that she tried it and got a blank page with a link at the top that said "subscribe." When she clicked on it she saw a lot of computer code. Ms. Fifarek

responded that we had a software update a couple of days ago and it was discovered that the upgrade broke the program that creates the list. The problem was reported to the vendor and is fixed now.

Ms. Dowers asked what the RSS link at the top of the web page is and what it was used for. Ms. Fifarek explained that RSS is a format for delivering regularly changing web content and solves a problem for people who regularly use the web.

Library Service Highlight – Dana Braccia

Ms. Braccia explained that the Materials Selection policy states that we provide resources that meet the interests of the community and provides resources to support lifelong learning. Within her Collection Development department they have been looking at how the materials purchase process could be streamlined. Ms. Braccia reported that since starting the new Purchase Suggestion service last February, we've responded to over 2,200 customer purchase suggestions. She went onto explain the process of how a customer would make a request in a PowerPoint presentation.

ITEMS REQUIRING BOARD ACTION

Proposed Expenditures – June 17, 2009

Marketing	4,000
Library Shop Merchandise	<u>4,000</u>
Total	\$8,000

Ms. Dowers called for a motion to approve the June 2009 proposed expenditures. Mr. Lison so moved; Mrs. Padwe seconded, and the motion carried 5-0.

QUIET SPACES & STUDY ROOMS POLICY

Ms. Hamilton explained the new policy for our quiet spaces and study rooms. Mrs. Padwe moved to approve the Quiet Spaces & Study Rooms Policy as presented; Ms. Nemanich seconded and the motion passed 5-0.

LOAN GUIDELINES POLICY (revised)

Ms. Hamilton explained the revision to the policy that reduced the check out limit from 50 to 30 and requests from 20 to 5 items. Mr. Lison moved to approve the Loan Guidelines Policy as revised; Mrs. Padwe seconded and the motion passed 5-0.

WAIVE JULY AND AUGUST LIBRARY BOARD MEETINGS

Mr. Lison moved to waive July and August Library Board meetings; Mrs. Lewis seconded and the motion passed 5-0.

ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION

Mrs. Nemanich requested an update on Netbooks. Ms. Hamilton replied we're looking to implement them into the system by late July or early August. An update on Appaloosa was also requested for September.

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OPEN CALL TO THE PUBLIC

Mrs. Ecton commended the Board on their decision to approve the new limits placed on materials.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 4:55 PM.

Respectfully submitted,

Rose Rimsnider, Administrative Secretary