



Approved 02/20/08

**SCOTTSDALE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Civic Center Library Board Room  
January 16, 2008 - 3:30 p.m.**

**Members Present:** Karen Quinn, Chair  
Paul Lison, Vice Chair  
Denise Dowers, Secretary  
Judy Lewis  
Camille Schmidt  
Nancy Walker

**Staff Present:** Rita Hamilton, Library Director  
Kathy Coster, Manager of Innovation  
Cheryl Thomsen, Library Administrative Coordinator  
Rose Rimsnider, Administrative Secretary

**CALL TO ORDER**

Mrs. Quinn called the meeting to order at 3:30 PM

**APPROVAL OF MINUTES**

Mrs. Quinn called for a motion to approve the Minutes of the December 19, 2007 meeting. Ms. Schmidt so moved; Ms. Dowers 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 2006</u>	<u>December 2007</u>	<u>% Change</u>
Items Circulated	182,402	230,844	+27%
YTD Circulation	1,172,483	1,399,494	+19%
Attendance	106,648	103,430	-2%
YTD Attendance	681,595	669,179	-2 %
Teen Center Attendance	6,215	7,753	+25%

The Gift & Memorial Trust Account receipts in December were \$375.00; expenses were \$58.98. In the Library Book Sale Special Revenue Account, December income from sales was \$15,614.45 and expenditures were \$9,656.94.

In December 2007, volunteers donated 2,612 hours to the Library, and the public access computers were used 28,041 times.

***Library Director's Report – Rita Hamilton***

Ms. Hamilton reported that she was very proud to inform the Board that a group of staff responsible for designing and training the “Scottsdale Way” customer service program was recognized by a City Manager’s Award of Excellence. This was a very deserving group of people and Rita was glad recognition was given to them.

Ms. Hamilton cited some major accomplishments for 2007: the opening of the Arabian Library; the summer reading program engaged over 10,354 youths; the Early Literacy program; an average of 9,000 customers visit Knowasis teen center on a monthly basis; the Scottsdale Way and CREST training set the customer service standard; the Library’s new website; digitizing of local historical photographs; the ReVentures grant project focused on three initiatives – the Library Advocates for Business, the Vietnam Experience and the Early Literacy project; the library went green and eliminated the use of plastic bags; and downloadable audio books and eBooks continued to grow.

Kathy Coster reported that the Library Advocates for Business will be doing outreach to businesses. Dana Braccia is working with the group and is going to offices near Mustang Library and discussing what the library can do for their business. Kathy also informed the Board that with the Early Literacy project the volunteers will assist with story time for children less than five years old and once they are experienced, they will go out into the community and will be our advocates for Early Literacy.

Ms. Hamilton also commented that she heard an interesting study by the Urban Library Council and the Gates Foundation that studied the library super supporters. They found that seven and one half percent of the population is a super supporter and these people are not necessarily library users but are willing to fund or vote to fund libraries.

***Customer Comment Report – Rita Hamilton***

Dee Dowers asked about the complaint that no handrail existed at a walkway at the Arabian Library. Rita Hamilton responded that the handrail was not required by code and they’re working on improving the lighting of the walkway. Karen Quinn asked about the parking situation at Arabian and Rita responded that situation was being worked on as well. Plans are in place to add signage and speaking to school officials regarding the students and parents parking in library spaces.

***Library Service Highlight –Mustang Library Remodel***

Dana Braccia, Library Coordinator at Mustang Library, reported to the Board that an objective with the remodel was to increase the amount of available parking spaces. This will be achieved by removing the book drops and extending the building. Some added conveniences as an outcome of this remodel will be a drive-up window, 48 additional parking spaces, and an easier access from the greenbelt.

Dana reported an improved way finding/self directed service, dynamic retail shelving and power displays, finding stations/roaming staff, and a vibrant book corral would be achieved. Overall, there will be improved functionality for customers.

The projected timeline for the remodel is:

November 2007 – April 2008	– Permitting and Contractor Selection
May 2008	– City Approval of Contract
June 2008	– Construction begins
November 2008	– Completion of project

**ITEMS REQUIRING BOARD ACTION**

***Proposed Expenditures – January 2008***

Marketing	\$	4,000
National Volunteer Recognition Week		1,100
Board Room Table and Room Upgrades		<u>45,000</u>
<b>Total</b>	<b>\$</b>	<b>50,000</b>

Mrs. Quinn called for a motion to approve the January 2008 proposed expenditures. Ms. Walker so moved; Mrs. Lewis seconded, and the motion passed 6-0.

**ELECTION OF LIBRARY BOARD OFFICERS FOR 2008**

Mrs. Quinn proposed the following slate of officers to serve on the Library Board in 2008:

Chairman:	Mr. Paul J. Lison
Vice Chairman:	Ms. Denise Dowers
Secretary:	Mrs. Nancy Walker

Mrs. Quinn said all nominees had accepted their nominations and called for a motion to approve the nominations. Ms. Camille Schmidt so moved, Mr. Paul J. Lison seconded and the motion carried 6-0.

The Board thanked Mrs. Karen Quinn for her outstanding service to the Board for the past year.

**ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION**

None.

**OPEN CALL TO THE PUBLIC**

Joan Freund addressed the Board and commented that she enjoyed attending the meeting and it was terrific and exciting.

**ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 4:30 PM.

Respectfully submitted,

Rose Rimsnider, Administrative Secretary