



**SCOTTSDALE PUBLIC LIBRARY BOARD
MEETING MINUTES
Civic Center Library Board Room
March 19, 2008 - 3:30 p.m.**

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

Staff Present: Rita Hamilton, Library Director
Kathy Coster, Manager of Innovation
Aimee Fifarek, Manager of Technologies and Content
Cheryl Thomsen, Library Administrative Coordinator
Jeanne Jones, Community Services Advisor
Rose Rimsnider, Administrative Secretary

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 February 20, 2008 meeting. Ms. Schmidt so moved; Mrs. Quinn seconded, and the motion passed 7-0.

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

Monthly Statistical Report – Cheryl Thomsen

	<u>February 2007</u>	<u>February 2008</u>	<u>% Change</u>
Items Circulated	203,791	245,628	+21%
YTD Circulation	1,593,042	1,908,432	+20%
Attendance	125,211	132,377	+6%
YTD Attendance	935,896	931,730	0%

The Gift & Memorial Trust Account receipts in February were \$50.00, expenses were \$0. In the Library Book Sale Special Revenue Account, February income from sales was \$18,974.15 and expenditures were \$11,447.05.

In February 2008, volunteers donated 2,725 hours to the Library, and the public access computers were used 35,192 times.

Library Director's Report – Rita Hamilton

Ms. Hamilton informed the Board that a Library Staff Celebration was held on March 14. This was a celebration of accomplishments and career achievements by staff for the past year. We awarded four individual and two group Oscars and five Hall of Fame awards.

Ms. Hamilton reported that the Library's budget is exactly flat with a 0% increase except salaries. Budget lines have been rearranged to allow for a 3% increase in the library materials budget which will be 1.4 million. Our request for a Sr. Coordinator for Appaloosa was not included. Revenues are flat and costs are up. We've been told that if you need something, we have to reallocate to accommodate it.

Mrs. Jones informed the Board that the budget is not flexible with using salary savings; however, with the rest of the budget, we can reallocate funds. She also said that a department budget hearing for the Library will be held on April 17 at 5:00 p.m. The public hearings on the City budget will be held on: May 6, May 20, and the final meeting and adoption of the budget will be June 3. These meetings can be viewed on Channel 11.

Ms. Hamilton reported that she met with contractors for the Mustang remodel and we're on track to begin in May. We will be using Howard S. Wright Construction for the remodel.

Ms. Dowers asked Ms. Hamilton if there were any plans for Civic Center to get a coffee shop. Ms. Hamilton explained that Civic Center needs to be remodeled first to accommodate space for a coffee shop, and that project has been delayed until 2009/10.

Customer Comment Report – Rita Hamilton

Ms. Walker asked for clarification on customers bringing in plastic bags for use. Ms. Hamilton replied that customers may bring in plastic bags for their own use. A discussion ensued regarding the comment on the loud ding made by the self-check machines. Ms. Fifarek said she would take a look at the machines to see if the level of loudness could be adjusted. Ms. Hamilton addressed the several complaints about petitioners, saying that there is a designated free speech zone. If we receive a verbal complaint that our customers are getting harassed, we go out and inform the petitioners that we had a complaint and that they may not be rude to our customers. If the petitioners continue to harass our customers, we ask them to leave and call the Police if necessary. The City Attorney's office is aware of what's going on.

Library Service Highlight – Volunteer Program – Kathy Coster

Mrs. Coster presented a PowerPoint presentation on the Library's Volunteer Program. We will be celebrating National Volunteer Week April 27 - May 3, 2008. She reported that Mustang Library has piloted the use of "triage" volunteers for the last year. Volunteers can help show customers how to use the self-check machines, how to make photocopies, where to find holds, etc. At Palomino Library the volunteers assist with processing library periodicals, sorting and pricing donations, pulling the reserve/send list, shelving media, merchandising, processing discards, displays, special projects and working the Book Corral. At Arabian Library there is a diverse group of volunteers. Over 90% of the volunteers hold a Bachelors or a higher degree. The median age of Arabian's volunteers is 33. The volunteers play an important role of creating a fun

working atmosphere of dedication, cooperation and appreciation. At Civic Center Library our volunteers have donated 4,575 hours in the Book Corral and netted over \$121,000 in revenue. Mrs. Coster also informed the Board that we have 220 adult and 270 teen volunteers working 37,130 hours with a worth of \$494,809. She thanked the Board for volunteering their time to the library.

ITEMS REQUIRING BOARD ACTION

Proposed Expenditures – March 2008

YS Dia de los Ninos/Libros	\$ 2,000
YS Summer Teen Volunteers	2,100
YS Summer Sites	4,000
YS Teen Events	<u>5,500</u>
Total	\$ 13,600

Mr. Lison called for a motion to approve the March 2008 proposed expenditures. Mrs. Quinn so moved; Ms. Walker seconded and the motion carried 7-0.

ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION

Ms. Walker addressed the issue of gifts given at the Volunteer Hearts & Flowers luncheon. She had discussions with several people and they agreed that a gift was not necessary as the luncheon is a very nice event enjoyed by all the volunteers. Mrs. Coster said she would forward the suggestion to the Volunteer Supervisors to take into consideration for next year's event. Mrs. Coster also mentioned that they did away with presenting certificates in an effort to save paper and money.

Mrs. Quinn commended staff for all the hours given to hire and train all our volunteers.

Ms. Hamilton shared a copy of *Desert Living* that published a complimentary picture of our Arabian Library.

Mr. Lison asked for an update at the next Board meeting on the new Board Room furniture.

OPEN CALL TO THE PUBLIC

No members of the public were present.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 4:29PM.

Respectfully submitted,

Rose Rimsnider, Administrative Secretary