



**SCOTTSDALE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Civic Center Library Board Room  
October 15, 2008 - 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  
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 September 2008 meeting. Mrs. Lewis so moved; Ms. Walker 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>September 2007</u>	<u>September 2008</u>	<u>% Change</u>
Items Circulated	235,419	283,775	+21%
YTD Circulation	693,225	876,297	+26%
Attendance	117,818	127,759	+8%
YTD Attendance	321,920	360,042	+12%

The Gift & Memorial Trust Account receipts in September were \$25.00, expenses were \$47.75. In the Library Book Sale Special Revenue Account, September income from sales were \$14,714.45 and expenditures were \$9,278.56.

In September 2008, volunteers donated 2,744 hours to the Library, and the public access computers were used 43,557 times.

Ms. Thomsen shared slides of the construction of Appaloosa and the remodel of Mustang Library.

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

Ms. Hamilton welcomed Board members and announced Mr. Paul Lison's reappointment and the new appointment of Ms. Gretta Knapp to the Board. Ms. Knapp will begin her term in January. Ms. Hamilton invited the Board members to the Friends' annual Spirit of Literacy breakfast on November 6.

Ms. Hamilton pointed out the increase in circulation numbers and staff at Arabian reports that six different people on six different occasions said they were checking out books because they could no longer afford to buy them. Customers are appreciating the services we offer.

Ms. Hamilton reported that the construction of Appaloosa is moving along and is scheduled to be done the end of October 2009. The Mustang remodel is also coming along well and should be finished by early December.

Ms. Hamilton reported that due to the current status of the economy, all departments are being asked to trim 10% from this year's budget as well as next year's budget. We're being allowed to make the choices as to what needs to be cut and immediately we have cut mileage, travel/training and supplies. We're looking at cutting subscriptions that are not used as much, some contracts and library materials will have to be trimmed as well. Ms. Schmidt asked if library hours would be scaled back. Ms. Hamilton said that we're optimistic we can reduce our budget without cutting library hours. Layoffs are the very last thing we want to do. Mr. Lison offered his help if Ms. Hamilton needed it when presenting the cuts to upper management. Ms. Hamilton thanked staff for their hard work in putting together our priorities for the cuts and for continuing to provide the excellent services we have.

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

Ms. Walker commented that she is tremendously impressed with how staff is responding to customers' concerns with a sincere desire to help. Ms. Schmidt commented on the customer comment regarding a standard place for taxis to pick up people. Ms. Hamilton will follow up with Ms. Clemann of Transportation to see if we can have a designated taxi stand at the ground level of the Library. Mrs. Freund asked about the printing price of \$.20/page. Ms. Hamilton replied that the copier is on a contract basis and the price per page has been \$.20 for the last three years. Ms. Schmidt asked if parking would be expanded at Arabian, it is very difficult to find a spot some days. Ms. Hamilton replied that to expand the parking it would take capital and we don't have that right now. We do have a monitor now that is very proactive when it comes to individuals parking at the curb in the fire lane. We have spoken with school officials and at least teachers are not parking in library spaces.

***Library Service Highlight – Aimee Fifarek***

Ms. Fifarek announced that the Library’s new website debuted on September 15<sup>th</sup>. This was a result of the “in house” talent of Mr. Brad Morse and Mrs. Melissa Tornquist. Ms. Fifarek provided a presentation of the website’s features. She pointed out that the navigation bar is now at the top and that the bookshelf rotates until you select an item. All items are linked and go right to the catalog. Customers can read what is written about books, CDs, or DVDs and the item can be placed on reserve for pick up. The bookshelf items are changed once a week. Ms. Fifarek pointed out the link for the Scottsdale History section. We have completed Phase I and will do a lot of revamping in Phase II.

**ITEMS REQUIRING BOARD ACTION**

***Proposed Expenditures – October 2008***

Volunteer Graphics	\$ 1,500
Volunteer Book Recycling	500
Volunteer Book Corral Merchandise	8,000
Volunteer Hearts & Flowers Luncheon	8,000
Marketing	4,000
Art Space Events	5,800
Youth Services – Teen Read Week	1,500
Youth Services – Book Buddies	11,000
Youth Services – Seasonal & After School Events	3,500
Adult Services Programming	4,500
Vista Del Camino books for Christmas	<u>1,500</u>
<b>Total</b>	<b>\$49,800</b>

Mr. Lison called for a motion to approve the October 2008 proposed expenditures. Ms. Schmidt so moved; Ms. Dowers seconded and the motion carried 6-0.

**LOAN GUIDELINES (revised)**

Ms. Hamilton explained the revision to the Policy changes the check out time limit for NEW DVDs. Ms. Walker moved to approve the Loan Guidelines Policy as revised; Mrs. Freund seconded and the motion passed 6-0.

**ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION**

None.

**OPEN CALL TO THE PUBLIC**

Mr. David MacDonald addressed the Board with the idea for a commissioned coffee mug with each library’s logo on the front. He also asked how could a hospital-bound customer check out a book. Mr. MacDonald presented a slogan, “Scent of Scottsdale,” for the library or City to consider as a marketing theme. Mr. MacDonald also said he was impressed with Ms. Fifarek’s presentation of the new look for the Library’s website and hoped more people would attend these Board meetings because they are very interesting.

Library Board Minutes  
October 15, 2008  
Page Four

Mrs. Martha Ecton shared that she would like to see more donations made to buy books in memory or dedication of a special someone. A bookplate is placed in the front of the book with the name of the special honoree. Ms. Hamilton commented that we have updated information regarding donations on the Library's website.

**ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 5:00 PM.

Respectfully submitted,

Rose Rimsnider, Administrative Secretary