

Approved April 18, 2018



City of Scottsdale

**Library Board – Approved Minutes
Wednesday, March 21, 2018
Civic Center Library
3839 N. Drinkwater Blvd
Scottsdale, AZ 85251**

PRESENT: Sheila Collins, Chair; Joe Rubin, Vice Chair; Board Members, Allegra Fullerton, Teresa Kim Quale, Shiela Reyman (telephonic), Laraine Rodgers, and Ruth Wachs

STAFF: Barbara Roberts, Interim Library Director; Bill Murphy, Community Services Director; Robbin Gaebler, Library Senior Manager; Beckie Gallivan-Butler, Library Senior Manager

1. CALL TO ORDER

Chair Collins called the meeting to order at 3:30 p.m.

2. ROLL CALL

Members present as noted above.

3. APPROVAL OF MINUTES - Regular meeting - January 17, 2018 and regular meeting - February 21, 2018

Chair Collins noted that the January 17, 2018 minutes needed to be reapproved because staff made some amendments.

BOARD MEMBER WACHS MOVED TO APPROVE THE AMENDED MINUTES OF THE JANUARY 17, 2018 LIBRARY BOARD MEETING. VICE-CHAIR RUBIN SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF SEVEN (7) TO ZERO (0).

BOARD MEMBER QUALE MOVED TO APPROVE THE FEBRUARY 21, 2018 LIBRARY BOARD MEETING MINUTES. BOARD MEMBER RODGERS SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF SEVEN (7) TO ZERO (0).

4. OPEN CALL TO THE PUBLIC

There were no members of the public who wished to speak.

5. DIRECTOR REPORT OF CURRENT EVENTS

Barbara Roberts, Interim Library Director, presented an update on current issues, projects, and events in the library. She announced that Mustang Library will host the Garden Expo this weekend and 19 vendors will be exhibiting outside the library.

Ms. Roberts said that a decision will be made before her contract ends on the next steps the City will take in dealing with the issues with the new automated materials sorter.

The café at Civic Center Library will be reopened with a new operator that was identified through a program called Business Enterprise Program (BEP). BEP is an Arizona State program through the Department of Economic Security that provides entrepreneurial training and support for visually impaired residents. The café will be serving breakfast and lunch items and Starbucks coffee and beverages. An opening date will be announced once the agreement has been completed.

Summer hours at Palomino Library will begin on June 1, 2018.

The new carpet project at Arabian Library has been completed. The project included an expansion of the teen area.

Ms. Roberts announced that two finalists have been chosen in the recruitment for a new Library Director. Board Members, library staff, and Friends of the Library are invited to attend a forum on Wednesday, March 28th, to meet both candidates. Attendees should not ask interview type questions during the forum. Following the forum, candidates will alternate with the internal interview panel, taking a tour of the library, interviewing with the senior managers, and interviewing with the management team.

Robbin Gaebler will interview seven people for the position of Civic Center Manager on Friday, March 23, 2018.

Openings for the Senior Library position and Lead Systems Integrator are expected to post soon.

Ms. Roberts gave a brief overview of the new organization chart, noting that the reporting structure has been simplified and senior staff titles have been changed. Beckie Gallivan Butler will be working on procurements, RFPs, contracts, and grants. Denise Cook and Bethany Romberg will be working under Ms. Gallivan Butler. All branch staff will report up through the branch managers who will continue to report to Robbin Gaebler. Volunteer supervisors will report to branch managers.

The Library has gotten approval to offer two weeks of overdue fine forgiveness. The week offered in April will offer a \$1 credit for each non-perishable food item. The week in June will coincide with summer reading and will give a credit for each bottle of water donated. Donations will go to Vista del Camino.

Ms. Roberts gave an update on the new Story Time Room. She explained where the new space will be located and reviewed the draft design.

Bill Murphy, Community Services Director, noted that the computer training lab currently located at the fire station on Indian School will be relocated to the current story time room space.

6. PATRON COMMENT REPORT

Board Members reviewed the patron comment report.

7. REVISION OF BYLAWS

BOARD MEMBER RODGERS MOVED TO APPROVE THE REVISIONS TO THE BYLAWS THAT WERE PRESENTED AND DISCUSSED AT THE FEBRUARY 21, 2018 MEETING. VICE-CHAIR RUBIN SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF SEVEN (7) TO ZERO (0).

8. UPDATE ON SCOTTSDALE HERITAGE CONNECTION

Beckie Gallivan Butler, Library Senior Manager, presented information about the Scottsdale Heritage Connection project. She said that the transfer of the southwest materials to the Museum of the West library is reaching completion. The digitization of Scottsdale High School yearbooks from 1963 and earlier, a total of 42 books, the oldest of which is from 1927, has been completed. The hope is to obtain permission from Scottsdale Unified School District to put the yearbooks online in the library catalog.

The library recently obtained the entire library of Scottsdale Hall of Fame Videos an event sponsored by the Scottsdale Chamber of Commerce. The videos contain profiles of inductees dating back 25 years.

The Historical Society has finished going through items affected by the basement flooding last year. They have chosen to donate many items to the library, including all of their vertical files.

The library recently acquired the personal collection of Bennie Gonzales slides. The library will digitize the slides that include Scottsdale and Paradise Valley building projects. The full collection of slides will then be transferred to the State Library, which will digitize the entire collection.

Ms. Gallivan Butler thanked Vice-Chair Rubin for writing a curriculum assignment for fourth graders focusing on local history. The pilot program kicked off today with two fourth grade classes being taught the lessons.

The City Clerk's website history pages will be permanently transferred to the library's website, which includes information on all past and present Mayors and City Council Members. The webpages will be maintained by library staff going forward.

Ms. Gallivan Butler announced that the library recently had a photograph in Arizona Highways magazine and has recently been contacted by Architectural Digest for an article on Arabian Library.

Information was distributed to the Board on the monthly salon series being put on by Joan Fudala and Doug Sydnor for four months each in the spring and fall.

Ms. Roberts said that Friends of the Library has raised approximately \$60,000 towards the Scottsdale Heritage Connection project. The project has been redesigned and is expected to cost approximately \$300,000, down from the original estimate of \$700,000 to \$1 million. Project funding will be part of City Council's CIP discussion. It is anticipated that the space will open in early 2019.

9. REVIEW OF LIBRARY SECURITY POLICIES

Robbin Gaebler, Library Senior Manager, reviewed policies pertaining to library security. During her presentation she reviewed the rules of conduct policy; the process for annual fire evacuation and lockdown policies; the definition of a "lockdown" versus an "active shooter"; fire extinguisher training; and other training opportunities available to staff. She hopes to include some non-staff/patrons in future drills.

Ms. Gaebler noted that in 2015 the library worked with the police department and the municipal security department to conduct extensive security surveys on all five library branches. A report and recommendations for safety improvements was issued to each branch.

Libraries have installed signs alerting people not to come into the building during drills and have supplied "safe rooms" with supplies such as games, phone chargers, and sanitation supplies. Library employees have been instructed to use their best judgment to find cover in the case of an active shooter.

10. COMMUNITY SERVICES FEE PROGRAM

Bill Murphy, Community Services Director, presented information on the Community Services Fee program. As part of the budget process, department directors presented recommended fees to City Council on March 6, 2018. He reviewed all fee changes in the Community Services Department, highlighting those of interest to the Library Board. Library recommended fee changes include: a \$12 fine for lost/unreturned pieces from Brain Boxes; a 50 cent fee for 8.5 x 14 white paper copies and \$1.75 for color; a \$5 fee on damaged miscellaneous materials;

11. IDENTIFICATION OF FUTURE AGENDA ITEMS

Board Member Wachs said that she spoke with a Grammy Award winning children's music and storyteller who is interested in becoming involved with programming at the Scottsdale libraries. Ms. Roberts suggested that she tell that person to contact Youth Coordinator Medina Zick.

12. BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Chair Collins commented that the Ultimate Play Date was a successful program and encouraged Board Members to use their roving ambassador buttons to initiate conversations

whenever possible. She said that the library ambassadors will have their first table at the Garden Expo. She thanked Vice-Chair Rubin for collecting information on topics such as how to get a library card, so that Board Members can prepare themselves with answers.

Chair Collins reminded the Board about the open meeting law rules and to refrain from sending emails directly to other Board Members. Group communications should go through staff.

Chair Collins announced that the Community Services float, which included the Library Board, won first place in the Parada del Sol City department category.

Chair Collins noted that Ms. Roberts' contract ends on March 30th and thanked her for her work with the library and the Library Board.

Board Member Reyman said that some of the volunteers she talked with during the appreciation luncheon mentioned that they do not always talk to staff about issues and concerns they have. She suggested to them that they talk to staff so that they will better understand and address their concerns.

13. ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:58 p.m.

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