



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, October 17, 2018  
Civic Center Library  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

**PRESENT:** Chair Sheila Collins, Board Members Allegra Fullerton, Teresa Kim Quale, Shiela Reyman, Janet Smigielski

**ABSENT:** Vice Chair Joe Rubin, Board Member Ruth Wachs

**STAFF:** Kira Peters, Library Director; Beckie Gallivan-Butler, Library Senior Manager; Mandy Carrico; Melissa Orr, Senior Library Manager; Joel Martinez

**Call to Order**

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

**Roll Call**

Members present as noted above.

**Public Comment**

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

**Minutes**

BOARD MEMBER QUALE MOVED TO APPROVE THE SEPTEMBER 5, 2018 LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR COLLINS AND BOARD MEMBERS FULLERTON, QUALE, REYMAN, AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSIDENTING VOTES.

**REGULAR MEETING AGENDA**

**1. Director's Report**

Kira Peters, Library Director, provided the Library Board with a brief summary of current events in the Library. She gave a staffing update, including a list of current vacancies and promotions.

Scottsdale Heritage Connection is expected to ask City Council to accept the funds raised for the project by Friends of the Library at either the November 13th or 27th Council meeting.

The Civic Center Story Time room project is moving forward and is expected to start with Economic Development staff moving out of the Eureka Loft by December to make room for the Adult Services and Youth Staff. Construction on the expansion will begin once both groups have been relocated.

Director Peters gave an update on the Drinkwater Bridge closure. She explained that significant structural issues were found on the bridge. Renovations are expected to be completed in summer of 2019.

The Library Strategic Planning process is beginning this week. Director Peters said she would like for a member of the Library Board to participate in the strategic planning process.

Celebrate 68 is in full motion. Information about Celebrate 68 activities can be found on the City website, [scottsdaleaz.gov](http://scottsdaleaz.gov) and search celebrate 68.

Meg's Café will celebrate its grand opening on Wednesday October 24th at 10:00 a.m.

## **2. Patron Comment Report**

Board Members reviewed the Patron Comment Reports.

Director Peters commended staff for the way they respond to patron comment reports.

Discussion ensued regarding a letter received from a patron complaining about library displays that she felt were offensive. Mandy Carrico said she was the staff member who met with the patron to respond to the letter. She gave a brief overview of the communication and offered to send her written detailed response to the Board Members.

## **3. Safety Training Update**

Melissa Orr, Library Manager, updated the Board on Safety Training for Library staff. Opportunities at Appaloosa, Mustang, and Civic Center were offered to staff for hands only CPR and AVD training with the Scottsdale Fire Department. Appaloosa opened one training session to the public. The training is optional at this time, but could become mandatory for staff members in the future.

Hands-on fire extinguisher training will be offered at library branches that have the testing equipment available, including Civic Center, Mustang, Appaloosa, and Arabian. Programs will be open to all staff in at least November and April.

Recently, a seminar on how to respond to a security incident in your library was offered to library staff. Dr. Steve Albright talked to participants about how to react to incidents and determining when to contact the police department.

Ms. Orr hopes to implement a "person in charge" training for branch managers, leads, librarians, and library assistants so that the branches have consistency in responding to an emergency situation.

**4. RFID Update**

Joel Martinez presented an update on the project of converting the library branches to RFID. He said that the city was issued five conversion carts on September 21st. At this time the city-wide project is 25 percent completed. Palomino Library has completed their tagging and programming of 50,887 items and has transferred their conversation cart for use at Civic Center Library. Conversion is expected to reach completion by the end of December. Installation of new equipment will be completed no later than March 1, 2019.

**5. Library Code of Conduct Policy Revision**

Beckie Gallivan-Butler, Metadata Services and Collection Manager, presented the staff request that the Library Board recommendation approval of the revised Library Code of Conduct Policy, to change the policy from requiring all beverages to have lids to requiring all cups to have lids. This will allow canned soda to be sold at the new library café.

BOARD MEMBER FULLERTON MOVED TO APPROVE THE LIBRARY CODE OF CONDUCT POLICY. BOARD MEMBER REYMAN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR COLLINS AND BOARD MEMBERS FULLERTON, QUALE, REYMAN, AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

**6. Library Strategic Plan**

Kira Peters, Library Director, said that this item was covered as part of the Director's report presentation.

**7. Identification of Future Agenda Items**

Board Member Smigielski requested that an item be agendized to discuss reservation of study rooms. She suggested that posting library rules more centrally in the facility and not only at the entrance could help with complaints, in particular about discrimination and types of food that are allowed.

Board Members agreed to move the November meeting because of the Thanksgiving holiday. They discussed moving the meeting to Wednesday, November 14th. Director Peters will confirm the rescheduled date.

**8. Board Members' Reports**

There were no reports from Board Members.

**9. Adjournment**

BOARD MEMBER SMIGIELSKI MOVED TO ADJOURN THE MEETING. BOARD MEMBER REYMAN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR COLLINS AND BOARD MEMBERS FULLERTON, QUALE, REYMAN, AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:25 p.m.