



**City of Scottsdale
Library Board
Regular Meeting – **APPROVED** MINUTES**
Wednesday, November 28, 2018
Civic Center Library
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Chair Sheila Collins, Vice Chair Joe Rubin, Board Members Allegra Fullerton, Sheila Reyman, Janet Smigielski, Ruth Wachs

ABSENT: Board Member Teresa Kim Quale

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 3:03 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 SMIGIELSKI MOVED TO APPROVE THE OCTOBER 17, 2018 LIBRARY BOARD REGULAR MEETING MINUTES. VICE CHAIR RUBIN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR COLLINS, VICE CHAIR RUBIN, AND BOARD MEMBERS SMIGIELSKI, FULLERTON, WACHS, AND REYMAN VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

REGULAR MEETING AGENDA

Chair Collins stated that, due a technicality on posting, Item 3a would be removed from the agenda and will be on the December 19, 2018 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.

Ms. Peters stated that the intergovernmental agreement with the Scottsdale Unified School District pertaining to Palomino Library and City operations there, went to the Scottsdale Unified District IV and the Scottsdale City Council and the updated agreement was approved. She summarized the contents of the agreement as: in 18 months (6/20/20), the School District and the City had decided that City Operations would no longer be at the Palomino Library, but the School District would take over operations of that library. (No discussion could be held since the topic had not been submitted timely enough for this agenda, but it will be on December's agenda.)

Ms. Peters stated that the Senior Library Manager position vacancy was in preparation for posting, and the posting would be open between four to six weeks. There had been an offer made by the Library to fill the Adult Services Coordinator position (vacant for some time). Ms. Peters said the Palomino Library has been without a Branch Manager since the summer, and the City had recently received permission to perform a downward re-class in order to fill that with a Lead Librarian II lateral transfer of a current employee.

Ms. Peters discussed Library strategic planning, noting that consultant Toni Garvey will assist through the process. Important points of the plan were: a committee of stakeholders, and would include a significant amount of staff input, as well as focus on community input. A meeting is set with Ms. Garvey for December 14, 2018, to discuss how senior library management staff envision the process, with the hope of beginning work in January 2019. Ms. Peters stated the goal is to launch the plan before the end of the fiscal year, resulting in a comprehensive 3-5-year plan. Library Board Members were invited to participate in the strategic planning. Estimated cost of the strategic planning process is between \$7,000 and \$10,000.

Staff is working diligently to convert the Library's collection system to RFID technology, and Phase I of the project is almost complete.

Board Member Smigielski commented that the project had been well run and progressed smoothly with help from a number of volunteers with no overtime involved. Phase II would entail conversion of the branches, and at yesterday's meeting, it was decided that the Civic Center Library would be converted first.

With regarding to the Ultimate Play Date 2019, Ms. Peters said staff has been working with the Special Events Team and would like to hold the event around November 9, 2019, even though it has been held in the spring in the past. The target date of November 9th is dependent on booking space at the Civic Center Mall.

The Scottsdale Heritage Connection Project – will go to City Council on December 12, 2018, to approve the receipt of funds raised by Friends of the Library.

2. Patron Comment Report

Board Members reviewed the patron comment reports.

Board Member Smigielski stated that some of the things that the people commented on, such as noise level, did not have a solution, except to tell patrons to keep the noise down. She also stated she did not notice as much hostility or displeasure with people feeling they were not being treated fairly.

Director Peters noted that staff was attentive to patrons' comments, especially repeat topic comments, and Chair Collins commented that people appreciate being heard and acknowledged.

3. Teen Advisory Board Update

Librarian Instruction Specialist from the Palomino Library, Christina Brady, gave a presentation on teen activities, introducing Lena Norbush, President of the Teen Advisory Board at the Palomino Library, Lena Norbush.

Ms. Norbush stated this was her second year as President, and provided an update on activities and events, and volunteer activity. Recent event for Halloween with 12 booths, and lots of participation and feedback. She stated that the Teen Advisory Board is a great way to encourage teen participation.

Ms. Brady stated that other libraries had their own advisory boards, and participation varied. She had requested \$1,600 to buy books for eight book club kits that could be checked out by patrons and contained full instructions, and those book kits were now available. Ms. Norbush provided information on how to run book clubs and book club titles.

Chair Collins complimented the presentation and commended students for having passion and love of reading

3a. Palomino Library Update – ITEM REMOVED BY CHAIR

4. Reserving Study Rooms

Mandy Carrico provided a handout regarding reserving the six study rooms along the back wall, which are currently used on a first come, first served basis. She added that those rooms offered a quiet space to study, and some patrons kept a room all day, so reservation of those rooms had been reconsidered, with rules to keep the rooms from being monopolized. Ms. Carrico stated that patrons can now book rooms in person, online, or by phone. A user-friendly software system has been selected to minimize staff time. The system instructs patrons how to book a room, and what the rules are, with staff as a support. A pilot program will be conducted at the Civic Center Library starting on December 16. Rooms can be booked up to one week in advance; a room can be used for up to three hours in a day, and users can book three times per week. If the patron does not appear within 15 minutes of their reservation, the space will be given to the next patron on the list. Information about the program has been posted. A time limit for pilot is not set; it depends on if there are a lot of issues.

Board Member Smigielski asked about enforcement of the three-hour time limit, especially if the monitor was not available, and Ms. Carrico stated there would have to be some staff burden

with a new program, but the pilot would reveal if it is worth the cost. She expected it would create a “new” normal, once the rules of the program are learned, and that the enforcement of the time limit would have to be undertaken if it affects library operations. The goal is to get staff comfortable with having to step in at times if patrons do not follow the rules. Police could be called for back-up.

Board Member Smigielski asked if data had been kept on the issue of individuals monopolizing the room, and Ms. Orr stated that had been seen across all branches, with multiple complaints at all branches.

Ms. Orr stated that four people could fit in each room. Board Member Wachs asked if a patron consistently does not show up is there a method by which they can be restricted from scheduling, and Ms. Carrico stated that the software did not track that, but that rooms that were not being taken within 15 minutes would be offered to someone else. IT could assist with tracking repeat schedulers who do not show up.

Vice Chair Rubin commended staff on a good job, and Board Member Smigielski stated all the posters were helpful.

5. Library code of Conduct Policy – Food in the Library

Ms. Carrico offered to answer any questions about food in the library policy, noting that staff was considering the policy to make it uniform and easy.

Board Member Smigielski stated that the public needs to be aware of food regulation. She stated that patrons often did not look at the posted rules, and Ms. Carrico stated that uniform rules and somehow getting information to patrons was most important. She added that having food allowed inside library in different areas complicates the issue.

Ms. Orr stated that there were designated areas for food of substantial nature, and the issue would be addressed in the branch managers meeting tomorrow.

6. Library Board 2019 Meeting Schedule

Chair Collins thanked managers and staff for their attendance at Library Board meetings. Chair Collins discussed the provided Library Board 2019 meeting schedule. The Board would also be identifying officers at the December 2018 or January 2019 meeting. Chair Collins stated that the Chair and Vice Chair roles would both be open.

7. Identification of Future Agenda Items

Future agenda items were identified as nominating officers and Palomino Library, the 2019 event calendar, and food board idea. Chair Collins thanked staff for the poster board showing the library organizational chart, which will be posted appropriately in each library.

Chair Collins requested that the Board Members arrive 30 minutes early for the December meeting to enjoy a potluck.

8. Board Member Reports

Board Member Smigielski stated that she would be at the Civic Center Library event on December 2nd. She encouraged other Board Members to attend events and to wear their buttons in order to give a Library Board presence.

Board Member Sheila Reyman stated there would be a free YouTube channel set-up class for businesses presented at no charge in January.

Chair Collins suggested a book club title as "The Library Book" by Susan Orlean, a book about libraries' role in communities, and the fire at the LA Central Library a few years ago.

9. Adjournment 4:40 p.m.

With no further business to discuss, being duly moved by Board Member Reyman and seconded by Board Member Smigielski, the meeting adjourned at 4:40 p.m.

CHAIR COLLINS, VICE CHAIR RUBIN, AND BOARD MEMBERS SMIGIELSKI, FULLERTON, WACHS, AND REYMAN VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

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