



**City of Scottsdale
Library Board
Regular Meeting –MINUTES**
Wednesday, January 16, 2019
Civic Center Library
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Chair Sheila Collins, Vice Chair Joe Rubin (via phone), Board Members Allegra Fullerton, Shiela Reyman, Janet Smigielski, Teresa Kim Quale

ABSENT: Board Member Ruth Wachs

STAFF: Kira Peters, Library Director; Melissa Orr, Senior Library Manager; Erica Bruno, Staff Coordinator; Kimberly Campbell, City Attorney; Phil Vervor

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 DECEMBER 19, 2018 LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR COLLINS, VICE CHAIR RUBIN, AND BOARD MEMBERS FULLERTON, QUALE, REYMAN AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING 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. Ms. Peters stated that an offer for the position of Adult Services Coordinator had been made but

was not accepted, so that position is open again. Interviews for the Senior Public Library Manager position will be conducted on February 4 and 5, 2019.

Director Peters reviewed Budget Development for the fiscal year of 2019/2020, noting that should go before Council around May 2019 (BUDS system closed Friday 1/11/19 but the budgeting process is still open).

Ms. Peters stated that the staff recognition shirts are now available, and she had shirts for Board Members who were interested.

Director Peters provided a list of the Strategic Planning Committee: Leader Toni Garvey, Library Director Kira Peters, Senior Manager Melissa Orr, Senior Manager Beckie Gallivan Butler, Technology Supervisor Lee Schnoor, Marketing Supervisor Ann Porter, Youth Services Librarian Jennifer Saunders, Adult Services Librarian Pamela Beach, and Branch Manager Erin Jones. Ms. Peters stated the goal was to have representatives in a well-rounded team, and there might be a need for sub-committees as the process unfolds.

Ms. Peters listed upcoming events for the Board's information. Ms. Peters noted that the 30th Annual Volunteer Luncheon was set for Friday (corrected from Thursday in slide show), February 8th, and the Library Board Members would be receiving formal invitations. Board Member Smigielski mentioned that there were many repeat events listed at the library website, and she asked if there were statistics for repeat attendance, as she would like to see those, if so. Board Member Fullerton said that there was a waiting list for children's programs, and Board Member Smigielski stated she was referring to the adult programs.

Director Peters stated that if discussion on the report should be held, it would have to be added to a future agenda.

Ms. Peters noted that the Parada del Sol will be held on February 9, 2019, and Ms. Orr will send out information to determine which Board Members would like to be invited. She added that the bicycle would not be in the parade. Ms. Orr noted that there would be a banner and three mini-floats and noted that any assistance at the booth would be welcome – interested Board Members should contact her or Ms. Bruno.

2. Patron Comment Report

Board Members reviewed the Patron comment reports.

Director Peters stated that not all libraries' comments had been submitted. Board Member Smigielski stated she would like to see the first comment on a future agenda so the Board could discuss it. Board Member Quale asked if recurring subjects were tracked on the comment cards, and Ms. Peters said that the library was working on an address verification process that would allow that to be added to the agenda.

3. Review Library Board Bylaws and Proposed Changes

Kim Campbell, Assistant City Attorney, reviewed the Board Bylaws and proposed changes, noting that she had checked them against the City's Boards and Commissions bylaws, and templates. She noted that an amendment to the bylaws would require a majority vote, although

there would be no vote this meeting. Ms. Campbell presented a cheat sheet and a mark-up of the proposed updates, which were mainly reorganizing text for clarity as follows:

- Section 2.0: Board Membership:
 - 2.2 – Revised to make it consistent with the template and include language that has been in City Code for years (regarding removal without cause)
- Section 3.0: Duties of Chair:
 - 3.3 – Revised to remove clauses that are rarely used, last catch-all phrase will cover if the Board decides to designate a committee (all committees must be approved by Council)
 - 3.4 – removed the word “secretary”
- Section 5.0: Meetings:
 - 5.2 – Changed to provide more detail on notice required for special meetings (to ensure staff liaison is provided 48 hours’ notice when a special meeting is called; public receiving 24 hours’ notice remains the same); also references the City’s Administrative Regulation 121, which requests 10 days’ notice for the public, but is not required (anyone can make changes to the agenda)
 - 5.4 – Clarifies how business can be transacted by the Board and is consistent with best practices for other Boards and Commissions regarding voting
 - 5.5 – Discusses principles of civil dialogue, clarifies that anyone who is disqualified from voting for misconduct, and specifies that qualified Board Members must vote (cannot abstain)
 - 5.6 – Making wording consistent with template, regarding only items within scope of duties and purpose of board will be on agenda
- Section 6.0 Agenda:
 - 6.1 – Move Call to Public up on the agenda so it is after Call to Order (Ms. Campbell recommended this change, but stated if any Board Member disagrees, they could vote against it and it could be continued to the next meeting)

Ms. Peters asked what the proper procedure was if a person who was not present was nominated for a Board position, and Ms. Campbell stated that it was not necessary to be present to be nominated and considered.

Chair Collins stated that she had requested at last meeting that the one-year term for the Board Chair be considered, and Ms. Campbell stated that she had checked on that and found that Council mandated a one-year term for the Library Board Chair. Chair Collins asked if that were true for all Boards and Commissions, and Ms. Campbell stated it was not, and that attempting to change that would require a change by Council to the enabling ordinance (she recommended that Ms. Peters be consulted on how to do that if the Board was interested).

After discussion, Board Members Smigielski and Quale both expressed interest in exploring the possibility of changing the ordinance for future years, and Ms. Peters stated she would explore that and place it on next meeting’s agenda.

Ms. Campbell stated that the Bylaws changes would be voted upon at next meeting, in order to allow time for review by the Board Members and the public.

4. Strategic Planning

Ms. Toni Garvey was introduced (Strategic Plan facilitator), and she provided information on her background, noting that she owns a small consulting firm in Phoenix, having held the position of Director of Phoenix Public Library for 15 years. She discussed the following strategic planning points:

- Discovery is delving into data that exists and finding information that will give a piece of the puzzle of planning
- Who lives here
- Demographics (are they different from one library service to the next?)
- Assessing how the library is doing and what it's doing (helpful to have objective observation by non-staff)
- Data gives a piece of the information needed for strategic planning
- How many people attend programs
- Budget should be considered, and how much funding is utilized on one type of resource
- Will talk with people and utilize surveys online for both employees and the public
- Other ways to gain information are focus groups (will be discussed at the Strategic Planning meeting set for Friday January 18th)
- Interviews with decision makers
- Telephone interviews will be conducted with elected officials
- Heart of strategic planning is engagement, and talking with staff and community
- Planning should occur as an ongoing activity
- The Strategic Planning Committee will work together to develop the survey questions
- Focus is also important, in order to see what items recur
- Writing the plan and how that should best be approached

Chair Collins asked if the differences between strategic and operational planning would be addressed, and Ms. Garvey stated that the two were intermingled, so input on those items will also include staff. She noted that the Library Board would most likely be involved in a focus group, and she hoped to engage the Friends of the Library, too, as that would entail different questions than the public will address.

Ms. Garvey stated the steps moving forward as:

1. Identify and prioritize goals
2. Create strategies to achieve the goals
3. Draft a strategic plan
4. Develop actions to achieve objectives
5. Develop a tracking tool

Board Member Smigielski recommended the Library volunteers as a good source of feedback. She added that a timeline in today's presentation would have been good, and Ms. Garvey stated that the strategic plan must be in place before the end of the fiscal year, which is quite doable.

Ms. Garvey stated she had researched an older strategic plan and it was vague, so she had added more detail to this one. She added that staff performance goals should be tied to the strategic plan. Chair Collins agreed, noting that focusing on a critical few measurable items would be best.

Chair Collins stated she was excited to see the process unfold and have the strategic plan in place.

5. Upcoming Events

Ms. Peters provided a slide show of the upcoming library events, and Chair Collins stated that she would like to focus most on the upcoming February 2nd local author show. She stated that interested Board Members should contact her regarding setting up a table there. She added that for other items the future Board Chair should be the contact.

6. Director's Annual Report for 2018

Ms. Peters provided the report, noting achievements/items as:

- Phase out of Palomino Library
- Ethics training
- Electing Board Officers this meeting
- Future focuses:
 - Scottsdale Heritage Connection project
 - Storytime Room expansion
 - Strategic Plan
 - Library Board continued community outreach, presentations around Scottsdale to promote library services
 - Ensuring the Board is aware of events happening, even outside the library

Chair Collins suggested that library board postings be placed on the list for future considerations, and Ms. Bruno noted that as soon as technical services could get to it, that project would be done.

BOARD MEMBER SMIGIELSKI MOVED TO ACCEPT THE 2018 ANNUAL REPORT, WITH THE ADDITION OF THE BOARD MEMBERS' SUGGESTED CHANGES; BOARD MEMBER REYMAN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR COLLINS, VICE CHAIR RUBIN, AND BOARD MEMBERS FULLERTON, QUALE, REYMAN AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

7. Library Board Nominations and Election of Officers for 2019

Chair Collins opened nominations for the Board Chair and the Board Vice Chair positions.

TERESA KIM QUALE WAS ELECTED LIBRARY BOARD CHAIR BY MAJORITY VOTE OF SIX (6) TO ZERO (0). VICE CHAIR JOE RUBIN MADE THE NOMINATION. BOARD MEMBER REYMAN SECONDED THE NOMINATION. CHAIR COLLINS, VICE CHAIR RUBIN, AND BOARD MEMBERS FULLERTON, QUALE, REYMAN AND SMIGIELSKI VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

Vice Chair Rubin nominated Ruth Wachs for the position of Vice Chair, noting that although she was not present, she had indicated that she would accept the nomination.

SHIELA REYMAN WAS ELECTED VICE CHAIR WITH A VOTE OF FIVE (5) FOR BOARD MEMBER REYMAN TO ONE (1) FOR BOARD MEMBER WACHS. BOARD MEMBER

COLLINS MADE THE NOMINATION. CHAIR QUALE SECONDED THE NOMINATION. CHAIR QUALE AND BOARD MEMBERS COLLINS, FULLERTON, REYMAN AND SMIGIELSKI VOTED IN THE AFFIRMATIVE. VICE-CHAIR RUBIN VOTED FOR BOARD MEMBER WACHS.

Vice Chair Reyman thanked Board Members Collins and Rubin for their service, noting that Board Member Rubin had served two consecutive terms as Vice-Chair.

8. Identification of Future Agenda Items

Future agenda items were identified as annual renewal process of Board Chair discussion, as well as attendance data, bylaws vote, address verification system, and how to change an ordinance, looking at adult events for the next agenda. Ms. Peters stated she would send the Board Members an email on the old strategic plan. Chair Quale asked if patron comments tracking could be added to the agenda and Ms. Peters stated she would add that item. Board Member Smigielski requested that dates of inception and how long they had been running be added to the events report, and Ms. Peters stated the dates would be added.

9. Board Member Reports

Chair Rubin referred to an article that appeared in last month's AARP Journal, and Board Member Collins read a quote from the article, which noted that book readers had a 23-month survival advantage and 20 percent lower mortality risk, compared to non-readers, regardless of gender, education, or health.

Vice Chair Reyman stated that she had been attending the YouTube classes held in the Eureka Loft. She added that when the event was moved to the auditorium, 120 people attended, and last night's class had seen an increase of eight new members. She added that she wished there was a way to have people scan library cards in order to track attendance, and that evaluations could be done. Vice Chair Reyman commended Ms. Peters for her work on the program. She noted she suggested to the presenter that simply using an email list for outreach should be expanded to other methods.

10. Adjournment at 4:44 p.m.

Former Chair Collins congratulated Chair Quale and Vice Chair Reyman and passed the gavel to the new Chair.

BOARD MEMBER COLLINS MOVED TO ADJOURN THE MEETING; BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR QUALE, VICE-CHAIR REYMAN, BOARD MEMBERS COLLINS, FULLERTON, RUBIN 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 4:44 p.m.

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