



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, January 15, 2020  
Civic Center Library  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

**PRESENT:** Chair Teresa Kim Quale, Vice-Chair Shiela Reyman, Board Members Sheila Collins, Marna McLendon, Allegra Fullerton (arrived at 3:33 p.m.), Janet Smigielski, and Ruth Wachs

**STAFF:** Kira Peters, Library Director, Managers Melissa Orr, Beckie Gallivan Butler, Mandy Carrico, Louisa Aikin, Natural Resources Coordinator Yvonne Massman

**Call to Order at 3:30 p.m.**

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

**Roll Call**

Members present as noted above.

**Public Comment**

Ms. Louise Lamb stated she felt it was important to have a fine free library and getting materials returned was key. She thanked the Board and library staff.

**Minutes**

BOARD MEMBER SMIGIELSKI MOVED TO APPROVE THE DECEMBER 18, 2019, LIBRARY BOARD REGULAR MEETING MINUTES. VICE CHAIR REYMAN SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR QUALE, AND BOARD MEMBERS COLLINS AND FULLERTON VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.  
**REGULAR MEETING AGENDA**

**1. Earth Day 2020 City Sponsored Events and Celebrations**

Ms. Yvonne Massman, Natural Resources Coordinator, informed the Board of the slate of planned events for the upcoming Earth Day 2020 and the 2020 Arbor Day celebration, noting the following:

- This year is the 50<sup>th</sup> anniversary of Earth Day
- Earth Day Committee information in the Board packets
- Mayor's breakfast will be at Horizon Park for Earth Day (more details to come)
- 100 trees will be planted in honor of both Earth Day and Arbor Day (from now through Arbor Day) to replace those that have died along Scottsdale Road and at Horizon Park
- Reaching out to high school students to do activities regarding trees; these projects will be on display at the library as part of Earth Day
- Suggestions were made for involving the Board in Earth Day (including taking a picture of the Board with a tree book)

Ms. Massman stated she was available for any questions.

## **2. Director's Report**

Kira Peters, Library Director, provided a summary of current events at the Library. She noted that she had made a couple of minor changes since providing the material in an email earlier.

- City of Scottsdale will be heavily involved in the 2020 Census, particularly at the library
- Huggernaut Fiber Arts of Love will be shown at Civic Center Library (featured by PBS)
- Local author book sale will be held Saturday February 1 from 10 AM to 2 PM (planning on Library Board to have a booth – Ms. Orr will coordinate)
  - Should be around 117 authors in attendance
- Annual Volunteer Luncheon on Friday, February 7 from 11:30 to 1:30 at the Hyatt Gainey Ranch
- Parada del Sol on Saturday February 8
- Working on details of the Amnesty Program that will be held in April (will have more details on marketing campaign probably within the next month)
- Arabian Branch:
  - Alyssa Black is no longer working with Scottsdale, so will fill that position from within
- Apaloosa Branch:
  - Marshmallow Launch held (slide)
- Apaloosa Branch:
  - Will begin hosting The Memory Café two times a month (1<sup>st</sup> and 3<sup>rd</sup> Thursdays)
  - Hosted a very popular program in partnership with Scottsdale Public Art, with a showing of Memories in Oil (by artist Cam DeCaussin)

Civic Center Branch:

- Loft is showing a lot of changes, and have done an amazing job setting up classrooms and reading space
- Mustang Branch:
  - Winter book sale January 18 from 10 to 3
- Volunteer Update:
  - Employee Awards Ceremony recognized Library Volunteer Bob Fowler, who contributed 144 hours, and scans old photographs for the library and also serves on the Scottsdale Historical Society
  - Volunteer Terrance Alt won an award for his work with Coffee and Conversation
- Storytime Room expansion project had a kick off meeting at the beginning of January, and the theme of nature (slide suggests a tree or nature theme) should be utilized –

Ms. Carrico will be taking the lead on the CIP; have met with architects to share the staff's wish list

- Friends of the Library, along with the Library staff, are on the City Council's agenda for January 21 (to craft an official agreement with the Friends of the Library)
- Strategic Plan goal is to ensure that library staff go to conferences to keep up to date with trends and information. Ms. Orr and Ms. Carrico will be attending the Research Institute for Public Libraries (RIPL) Conference on January 22; and will report back to staff and Board
- Ms. Peters, Ms. Orr, and Ms. Carrico to attend the Public Library Association (PLA) Conference in Nashville February 25-29; will report to staff and Board
- Visitor Cards Program will be ready by February 1 (online renewal will be offered)

Ms. Peters thanked the Board for their contributions and stated staff was looking forward to 2020.

Vice Chair Reyman stated that in the Loft there is a small gap in the wall and suggested it be closed if possible to reduce distractions. Noting that some space was left open for ventilation, Ms. Peters stated she would check into that particular gap.

### **3. Patron Comment Report**

Board Members reviewed the patron comment reports.

Ms. Peters stated that options for addressing the step at Civic Center Library are under review in the interests of safety. The two comments on the restroom faucets were also noted and that issue will be addressed.

Ms. Peters mentioned the positive feedback on the Rio Montana program area.

Board Member McLendon reported that a patron had told her that the checkout area at Arabian has a smaller surface space than other branches. She confirmed this herself. Chair Quale said that when the new system came in, the reduction of that space had been necessary. Ms. Carrico stated staff would look into that.

### **4. 2019 Annual Report -**

Ms. Peters provided the report, noting that it was basically a review of agenda topics covered throughout the year, and noted that this format was followed for all boards. After discussion, the Board determined this report would be better titled "Annual Review", and Ms. Peters stated that anticipated key issues are:

- Fine free libraries nationwide
- Managing the community challenge of homelessness
- Measuring success of library outreach (also included in strategic plan)
- Keeping up with technology
- Safety in the library
- Expanding Storytime Room
- Rebranding the loft space

- Launching express library services
- Exploring technology to provide more access to library resources
- Successfully transitioning Palomino Library
- Achieve goals and strategies on the 3-year plan
- Opportunities for staff training and looking for sponsorships
- Working with Friends of the Library
- Working on being a trendsetting library and taking thoughtful risks

BOARD MEMBER COLLINS MOVED TO APPROVE THE 2019 ANNUAL REPORT WITH CHANGES (INSERT THE WORD 'PLAN' AND ADD REIVEW OF NEXT YEAR'S GOALS IN NOVEMBER AND DECEMBER). BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR QUALE, VICE CHAIR REYMAN AND BOARD MEMBERS COLLINS, FULLERTON, MCCLENDON, SMIGIELSKI, AND WACHS VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

##### **5. Library Board Nomination and Election of Officers for 2020**

Board Member Wachs nominated Sheila Collins for Board Chair. Board Member Collins accepted the nomination. Vice Chair Reyman expressed interest in serving as Board Chair, but noted that she would have to re-apply for the Board in March. Board Member Collins stated that if the Board desired, she would be honored to serve and has a special interest in strategic planning.

Board Member Reyman stated that after serving this year as Vice Chair, and also having an interest in strategic planning, she would like to serve as Chair if the Board so wished.

Chair Quale called for a vote.

CHAIR QUALE AND BOARD MEMBERS COLLINS, FULLERTON, MCLENDON, SMIGIELSKI AND WACHS ELECTED SHEILA COLLINS AS CHAIR (by a show of hands).

Chair Collins nominated Shiela Reyman for Vice-Chair. Vice-Chair Reyman accepted the nomination.

BY CONSENSUS, SHIELA REYMAN WAS ELECTED AS VICE-CHAIR BY A SHOW OF HANDS.

Chair Quale clarified that the new Chair will take over at the next meeting.

Board Member Fullerton announced that she would not be reapplying to the Board.

##### **6. Palomino Library Transition Progress and Updates**

The Senior Library Leadership Team presented on the transition progress at Palomino Library, noting the following:

- Continue to transition at Palomino as initially planned on keeping the full-time staff and adding them back into the system, but the direction changed since the Library had to show savings, which meant in staff savings also, so employees would be moved through attrition. Additional positions will not now be added at other branches (per direction from the City Manager and Assistant Manager)
- No job loss due to this transition
- Ms. Carrico spearheading the creative staffing activities
- Substantial savings would be experienced, close to \$480,000 (library budget had decreased by \$500,000)
- Part-time staff was always going to be moved over by attrition so that part of the plan has not been changed
- Library Collection of materials update:
  - Been working on this since September and on schedule to reduce collection gradually as originally planned (and not wait until the closure of Palomino was completed)
  - Staff working with SUSD staff on materials and furniture items
  - Plan on moving collection out on June 1, 2020 (to a storage area at the Civic Center as it is the branch with the most space)
  - Still on target to be out of the building by end of June
  - School's portion is 8,000 to 9,000 items that the school paid for, and they have not yet decided how many items they want to purchase
  - Have been gradually moving out parts of the collection to other branches
- Inventory:
  - Shelving and large furniture have already been identified and moved to the branches
  - SUSD will also be able to acquire any of these items that they desire (meeting set for next week)
  - Will pass information on next steps after the meeting with SUSD
  - Will allow other City departments to take the larger items once SUSD has decided what they would like
- Rio Montana:
  - Youth and other events have recently occurred at Rio Montana and have received positive feedback
  - The building has recently received paint and carpet and staff is attempting to finalize the holding and lending machines placement and wiring (it is necessary to consider the harsh climate on the machines)
  - The building is only occupied during a program meeting, but otherwise locked
  - Machines to return or check materials are located outside the building
  - Instead of holding a grand opening, it will be announced at the Summer Reading kick off (this will make it clear that it is not a constantly open building but a non-staffed station, other than during programming events)
- Staff is looking forward to holding bigger events and programs there

Ms. Peters asked if anyone had yet had a chance to visit Rio Montana Park, which is very nice with a playground, as well as sports fields, and the Fire Department was adjacent and offers tours.

Ms. Peters suggested that the Board modify the agenda for the year and plan to hold an upcoming meeting at Rio Montana.

Upon Board Member Wachs' question, Ms. Peters stated that other libraries could lend across branches, and Ms. Orr added that pop up libraries are being planned for the southern locations, where outreach and participation is a focus. She noted that technology is a consideration, and fewer staff makes it necessary to plan well.

Ms. Peters stated that the City had been very supportive, and ongoing conversations were being held. Ms. Orr said that the book bike has not yet been branded, although it had gone to a few library branches and was to go to Scottsdale Public Art. She added that there was a need for training. She noted that it had been named the Loan Ranger and the graphics for branding are on order. Ms. Orr said it would be featured in the Parada del Sol.

Ms. Peters commended Ms. Aikin, noting that she was very amazing and a great leader to staff through the entire transition. Ms. Aikin commended her staff.

#### **7. Letter to City Council Regarding Fines and Fees**

Chair Quale stated that the letter regarding fines and fees had been sent to the City Council the previous week, with a printed copy delivered to each Council Member. She added that an email had also been sent to the Mayor and Council, as well as all pertinent staff. Ms. Peters said that the Board's suggestions made in September had been incorporated, but other than that, the wording of the letter had not been changed, although some spacing was altered. Chair Quale noted that Council may not fully be back from the holiday schedule. Upon Board Member Smigielski's question, Ms. Peters stated that the Council would most likely respond to the Board Chair. Board Member Smigielski requested an update and Chair Quale stated that would be provided. Ms. Peters stated that regarding Board Member Smigielski's request that the public be informed also, she would inform the public by the appropriate means, and then let Board Members know what that was, whether by agendas or the library's website.

#### **8. Identification of Future Agenda Items**

The Board identified the following future agenda items:

- Strategic Plan Update
- Second Quarter Budget
- Checking out science kits
- Ghosts at Apaloosa Presentation (Board Member McLendon to gather information)

Board Member Smigielski asked for the contact for events in which Board Members could assist and Ms. Peters stated that Board Members should communicate directly with Ms. Orr to impart their interests and events they might be able to attend. Ms. Orr mentioned that for the Parada del Sol, the Library representation would consist of walking in the parade dressed as literary characters. Some costumes are on hand, and anyone is welcome to make their own. Board Member Collins said she would request Board Member buttons to have enough for all members.

## **9. Board Member Reports**

Board Member Smigielski stated she had attended the Art Show and was very impressed.

Vice Chair Reyman reported a favorable response to the YouTube boot camp class especially since the Loft was now divided in classrooms. She noted that the attendees felt that the space was new.

Board Member Collins stated she would like to formally recognize Chair Quale and Vice Chair Reyman for their work on the Board this past year.

## **10. Adjournment**

VICE CHAIR REYMAN MOVED TO ADJOURN THE MEETING. BOARD MEMBER COLLINS SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR QUALE, AND BOARD MEMBERS COLLINS, FULLERTON, AND WACHS VOTED IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:49 p.m.

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