Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, March 1, 2017, within the Tempe Public Library – 2nd Floor Board Room, 3500 S. Rural Rd., Tempe, AZ.

(MEMBERS) Present:
John Linda (Chair)
Margaret (Peggy) Moroney (Vice-Chair)
David Huizingh
Mary O’Grady
Joaquin Rios
Virginia (Ginny) Sylvester

(MEMBERS) Absent:
Gail Rathbun
Jacque Tobias
Jennifer Wagner

City Staff Present:
Kathy Husser, Deputy Community Services Director, Library Services
Brenda Abney, Tempe History Museum Manager
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:
Larry Conway, Friends of the Tempe Public Library President
Vic Linoff, Tempe Historical Society President

Agenda Item 1 - Call to Order:

- John Linda, History Museum and Library Advisory Board Chair, called the meeting to order at 5:40 p.m.

Agenda Item 2 - Call to the Audience:

- None

Agenda Item 3 – Approval of the February 1, 2017 History Museum and Library Advisory Board Meeting Minutes: ACTION

- John Linda asked Board members to review the unapproved History Museum and Library Advisory Board Meeting Minutes document dated February 1, 2017.
MOTION: David Huizingh made a motion to approve the February 1, 2017 History Museum and Library Advisory Board Meeting Minutes with noted revisions.
SECOND: Virginia (Ginny) Sylvester seconded.
DECISION: The February 1, 2017 History Museum and Library Advisory Board Meeting Minutes were approved with noted revisions.

**Agenda Item 4 – Friends of the Tempe Public Library Report:**

- Larry Conway reported on the following to the Board:
  - The Friends organization donated the Smartboard in the Connections Café classroom to the Tempe History Museum.
  - L. Conway thanked the library and museum for referring individuals and event rentals to the Connections Café.
  - L. Conway thanked the museum for including the Friends organization as a partner booth at the February 26 Hayden’s Ferry Day festival.
  - L. Conway thanked Kathy Husser for finding and dedicating space within the library for the Friends organization to process books.

**Agenda Item 5 – Tempe Historical Society Report:**

- Vic Linoff reported on the following to the Board:
  - Tempe Historical Society (THS) spent most of February preparing for the Hayden’s Ferry Days celebration weekend that occurred on February 24, 25 and 26.
    - V. Linoff thanked Brenda Abney for her overall contributions to the event.
    - Linoff stated that there were approximately 600 visitors to the museum during the Feb. 26 festival, in addition to a number of visitors circulating in the museum’s courtyard for a total of 1,400 visitors.
    - Linoff welcomed Board members to provide feedback about the 2017 event.
    - Linoff noted that the Hayden’s Ferry Days planning committee will work to enhance publicity and marketing strategies for the 2018 event.
    - Margaret (Peggy) Moroney and Brenda Abney thanked Linoff for his contributions to the event and for emceeing the Sunday festival.
  - The February 8 THS Lunch Talk featuring guest speaker Liz Warren was attended by 80 visitors. Linoff noted that this is the first year that Friendship Village has sponsored the series.
  - The Tempe Minder Binder restaurant donated its wagon sign to the Tempe History Museum few years ago. Former Museum Manager, Amy Douglass, coordinated a fundraising day at the current San Tan Flat at Minder Binder restaurant to raise money for wagon repairs. Linoff announced that the restaurant donated 25% of the day’s sales from guests who asked to support the wagon, which totaled just over $500. Linoff added that a GoFundMe account has been set up to receive additional donations at https://www.gofundme.com/bdnxt-save-the-minder-binder-wagon.

**Agenda Item 6 – Staff Reports:**

- Library Report – Kathy Husser reported on the following to the Board:
Interviews are being held on March 9 for an open Library Specialist position; there are five internal candidates interviewing for the position.

The library is compiling a booklet of Tempe Community Writing Contest submissions in preparation for the Tempe Book Festival, held in November, 2017.

The Summer Reading Program will run June 1 through July 31, and is themed “Build a Better World.”

The Water for Fines (WFF) program returns May 1 through June 30. K. Husser explained that for previous WFF programs, library users were allowed to bring up to 30 bottles of water, at which time all of their fines would be zeroed out. Husser stated that the library is proposing that for the 2017 program, one (1) 16 ounce bottle of water donated to the program equals $1 in library fine removal.

- Husser noted that the library would plan to scheduled more bottle pick-ups throughout the program to accommodate the larger quantity of donations.
- Husser further noted that if a patron returns an overdue item to the library, the item’s associated fine will be removed from their account.
- Husser added that at this time, a patron’s fines under $10.00 will not restrict their access to eBooks or use of on-site computers.
- Husser noted that the bottle value change will be noted on printed program materials.
- Virginia (Ginny) Sylvester asked if there’s a way to track how many lost or overdue items are returned as a result of the program. K. Husser confirmed that she can provide data regarding items returned during the program.

The library’s bed bug protocol and infestation procedure were reviewed by the City Attorney and found to be in-line with other library’s policies. Husser stated that the bed bug protocol and infestation procedure will be posted for public access on the library’s website.

- Husser explained that action will be taken according to protocol for the following incidents:
  - An item is returned with a live bed bug in it: The patron is sent a written letter and the materials are quarantined and disposed of.
  - Second offense within six months of a patron returning an item with a live bed bug in it: The patron’s account is suspended and notified via mailed letter; the patron must meet with the Library Deputy Director (Husser) or assigned designee to discuss the issue and identify solutions.
  - At this time, Husser stated that approximately 12 pieces of upholstered library furniture will be replaced with non-upholstered furniture in 2017, and that the remaining upholstered furniture is projected to be replaced in 2018 and 2019.

Museum Report – Brenda Abney reported on the following to the Board:

- Collections update: there are four provisional deposits held by the museum. The newest consists of a group of records of the Maple Ash Neighborhood Association. There are no recommended acquisitions. There are no new loans.
- New panels and artifacts were installed in the Living Together section of the museum gallery. The text panels were reviewed and edited by cultural resources specialists at SRP MIC. The items are baskets and pottery from two contemporary Native American artists.
- The education season is wrapping up with one more scheduled tour in March. Feedback from teachers is overwhelmingly positive for both the 4th and 5th grade programs. Abney added that she’d like to have more schools take advantage of both programs, particularly
the 5th grade sessions. Abney announced that financial support from the Tempe Diablos Charities covered group bussing costs to the museum, and added that grant funding has been requested again from the Diablos for the 2017-18 school year.

- February programming included Black History Month sessions each Saturday, a musical performance for kids and families impacted by autism; a discussion led by the Muslim community; a storyteller portraying diverse people of the Salt River Valley in addition to our regular programs: 3rd Thursday, Performances at the Museum and Lunch Talks. In total, 14 public programs were presented during the month of February.
- The museum’s annual outdoor music celebration, LOUD, is scheduled for Saturday, March 11, 2017 in the museum courtyard and will feature local rock bands instead of brass bands as in previous years.
- Total Museum Visitation from January through December 2016 was 29,682 - approximately 1,300 more than in 2015.

**Agenda Item 7 – Library Circulation Extension: Discussion and possible action**

- Kathy Husser reported on the following to the Board:
  - The library received a patron request to increase the number of automatic renewals allowed for checked-out circulation items.
  - K. Husser explained that the current checkout timeframe for books, magazines and audio books is three weeks, which is in-line with other libraries. Husser added that the request is to increase checkout timeframes to four or more weeks, or to implement an automatic renewal for circulation items.
  - Husser expressed concern for extending circulation timeframes, which could potentially allow a patron to keep an item for up to 15 weeks. Husser added that allowing a patron to keep an item for up to a 15-week period would limit the resources and materials the library is able to offer to the public.
  - Board members noted that having fewer materials in the library decreases the opportunity for patrons to browse and discover items.

**MOTION:** David Huizingh made a motion to deny changes to the Tempe Public Library’s current number of circulation renewal periods.

**SECOND:** Margaret (Peggy) Moroney seconded.

**DECISION:** The Board voted to deny changes to the Tempe Public Library’s current number of circulation renewal periods.

**Agenda Item 8 – Library Replacement Card Fee: Discussion and possible action**

- Kathy Husser reported on the following to the Board:
  - The library is proposing that a $2 replacement fee for library cards be implemented into library procedure. K. Husser explained that the library does not currently charge a fee to replace the cards, and that many local libraries do charge a replacement fee.
  - Husser stated that the Tempe Public Library’s cards have been funded through a Public Arts grant for the last 10 years, and that the library will now be responsible for purchasing the cards. Husser added that the purchase price is $.28 per card.
  - Husser explained that library staff must regularly look up or re-issue lost cards for patrons who do not have their card with them for checkouts and computer use. Husser asserted that these tasks are not only a burden on staff time, but can be cost-prohibitive if the library has to re-order replacement cards on a regular basis.
  - Husser also suggested that the amount of free card number lookups be set at a maximum of two lookups per year before a replacement charge is incurred.
Husser noted that having a library card allows a patron to use the library’s computers free of charge for an unrestricted amount of time each day. Husser stated that charging a fee for replacement library cards may decrease the number of users who occupy computers for an entire day on a consistent basis.

Board members expressed concern that charging a replacement card fee may inhibit people from using the library.

K. Husser stated that the replacement card fee is not meant as a deterrent for the average library user, but for individuals who consistently request a library card or computer card on multiple occasions each week.

Board members suggested the following solutions:

- Provide library staff with a card that can be used to scan onto a computer for users who don’t have their card with them.
- Install keypads at the computer station so that patrons who have access to their card number (if the card isn’t present) can type in their card number.
- Set the amount of free card number lookups at a number between two and 10 times per year.
- Request a government ID or picture ID in exchange for a PC reservation card. The patron would be entered into the library’s circulation system and issued a slip of paper with a reservation number on it. The reservation number would expire after set time period (example: 90 days).
- Provide user with a receipt valid for one-hour of computer use; computer session would time out when reservation is over.

Mary O’Grady asked if the item can be moved to the next month’s meeting agenda for further discussion and possible action, and requested that a description of the current replacement card policy, as well as proposed changes to the policy, be provided to the Board for review prior to the April 5, 2017 meeting.

No action taken. This item will be moved to the April 5, 2017 agenda for further discussion and possible action.

**Agenda Item 9 – Tempe History Museum Accreditation Update: Discussion**

- Brenda Abney reported on the following to the Board:
  - The museum received official notification of accreditation from the American Alliance of Museums (AAM).
  - AAM provided a decision letter and report to the museum. B. Abney shared that the report contained positive remarks and a wonderful review, as well as outlined a few minor areas of concern.
  - Once B. Abney receives the accreditation press packet, the museum will be able to share the news of its accreditation with the public.

**Agenda Item 10 – Arts & Culture Commission Update: Discussion and possible action to approve change to History Museum and Library Advisory Board**

- Brenda Abney reported on the following to the Board:
  - Members of the Tempe Municipal Arts Commission (TMAC) have drafted changes to the Board’s ordinance with the intent of it becoming the Arts & Culture Board, and transitioning over approximately three members from the current History Museum and Library Advisory Board. B. Abney stated that the updated ordinance will be presented for City Council vote in May with the change taking effect beginning July 1, 2017.
TMAC requests a formal agreement from members of the History Museum and Library Advisory Board to change the structure of its Board, which would result in a stand-alone Library Advisory Board, and members of the museum board joining the Arts & Culture Board.

B. Abney stated that TMAC’s current focus is Public Art, but that the plan for the Arts & Culture Board is to address a wide range of topics including but not limited to: the museum, Tempe Center for the Arts and performing arts, arts education and Public Art.

Members of the Board provided the following suggestions for the proposed Arts & Culture Board:

- The Board consist of Tempe residents, as well as non-Tempe residents who work or attend school in Tempe.
- No more than three Board members should be non-Tempe residents.
- There should be specific Board member categories such as, but not limited to: artist, student, business owner, and that a limit be set of how many members represent each category.
- The Board ordinance define what is “Art/Arts”
- The Board ordinance list the Tempe History Museum in the “Powers and Duties” section.

**MOTION:** Joaquin Rios made a motion to approve the concept of splitting the History Museum and Library Advisory Board, allowing the History Museum portion of the Board to merge into the proposed Arts & Culture Commission, and consequently recognizing the Library Advisory Board as its own entity.

**SECOND:** David Huizingh seconded.

**DECISION:** Board voted to approve the concept of splitting the History Museum and Library Advisory Board, allowing the History Museum portion of the Board to merge into the proposed Arts & Culture Commission, and consequently recognizing the Library Advisory Board as its own entity.

**Agenda Item 11 – Board Members’ Announcements**

- None

**Agenda Item 12 – Adjournment**

- Chair John Linda adjourned the meeting at 7:17 p.m.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, April 5, 2017 at 5:30 PM in the Tempe History Museum - Board Room.

Prepared by: Amanda Martin
Reviewed by: Brenda Abney and Kathy Husser

Approval signature: History Museum and Library Advisory Board Member