

Minutes LIBRARY ADVISORY BOARD September 5, 2012

Minutes of the Library Advisory Board (LAB) recorded at 6 p.m. on September 5, 2012, within the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Paul Hubbell, Chair
Johnny Tse, Vice Chair
Michael (Mike) Berkley
Kirk Deem
Patricia (Trish) DeGraaf
Ann Lynn DiDomenico

(MEMBERS) Absent:

Jennifer Greutz
Dawn Thacker

City Staff Present:

Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division
Tracy Hokaj, Librarian - Library and Cultural Services Division

Guest(s) Present:

Virginia Sylvester (awaiting council approval for library board membership)
Larry Conway, President - Friends of the Tempe Public Library
Aaron Rop, ASU student

Agenda Item 1 - Call to Order

- Paul Hubbell, Library Advisory Board (LAB) Chair, called the meeting to order at 6:00 p.m.

Agenda Item 3 - Library Advisory Board Chair Report

** *"taken out of order by the Chair"*

- Paul Hubbell suggested doing member introductions first since there are several new members.
- Member Introductions.

Agenda Item 2 - Approval of the May 2, 2012, Library Advisory Board Meeting Minutes Document

- **MOTION:** Kirk Deem moved to approve the May 2, 2012, Library Advisory Board meeting minutes document as presented.
- **SECOND:** Johnny Tse seconded.
- **DECISION:** May 2, 2012, Library Advisory Board meeting minutes document approved as presented.

Agenda Item 3 - Library Advisory Board Chair Report

- Discussion ensued on Library Advisory Board by-laws stating the absence from three consecutive regular meetings constitutes an automatic resignation.
- Discussion ensued on change in meeting day and/or time because of a conflict. Mr. Hubbell asked that the item be placed on the October meeting agenda.

Agenda Item 4 - Library Report: Barbara Roberts - Deputy Community Services Director, Library & Cultural Services Division

- Barbara Roberts stated that she has many goals for the library and will be talking at future meetings about strategic planning. Barbara Roberts stated that the Community Services department as a whole is working on strategic planning and once that is set and finished, each division will be working on their own strategic plan. Some goals include:
 - Upgrading technology and possible implementation of an automated materials handling system. Discussion and explanation ensued.
 - Identify demographically who we serve.
 - Exploration of establishing outpost libraries in Tempe.
 - Assessment, with the assistance of the human resources department, of library staff organizational structure.
 - Examination of all services to make certain we are providing the best services in the most efficient and productive ways.
 - Looking at all available integrated library systems to find the best ones for the Library's needs for the next 10 years. Discussion and explanation ensued.
- Barbara Roberts stated that she is in the middle of reevaluating the library's security and is working on ways to increase visibility and effectiveness of security.
- Barbara Roberts stated she has a new process to improve tracking and documentation of facility maintenance issues.
- Barbara Roberts discussed some of her goals for the members of the Library Advisory Board.
- Board members asked questions and received explanations on the following topics:
 - size of fiction and nonfiction collections
 - library statistics
 - e-books and e-audiobooks
 - attracting more Library users

Agenda Item 5 - Friends of the Tempe Public Library Report

- Larry Conway stated that the Friends have a new executive director, Jolene Gosling because the past executive director, Rebecca Bond, took a new position. Larry Conway also stated there is a new café manager Julia Lueders since May, and a new book manager, Mollie Connelly.
- Larry Conway stated the Friends have instituted their by-laws and that it is now a living document. Mr. Conway stated that the Friends now have personnel job descriptions and job duties of board members.
- Discussion ensued on how to get ASU more involved with the Friends and how to increase donations and volunteering.
- Larry Conway stated the ASU sponsored Osher classes are starting next week. Explanation ensued.
- Larry Conway stated that the Friends have formed committees to find ways to increase sales and improve advocacy.

Agenda Item 4 - Library Report: Barbara Roberts - Deputy Community Services Director, Library & Cultural Services Division

- Update: User Conduct Policy revisions of 2011

*** "accidentally skipped from agenda item 4"*

- Barbara Roberts stated that the User Conduct Policy revisions of 2011, in which the board approved, are now considered a draft of a future final policy. Barbara Roberts stated that the current library conduct policy [posted on the library's website] is the acting and active policy.

Agenda Item 6 - Board Members' Announcements

- No board member announcements.

Agenda Item 7 - Public Appearances

- No public appearances.

Agenda Item 8 - Adjournment

- Meeting adjourned at 7:12 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6 p.m. on Wednesday, October 3, 2012, within the Tempe Public Library's second floor Board Room, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Tracy Hokaj

Reviewed by: Barbara Roberts

Paul Hubbell
Library Advisory Board Chair