



**Minutes
LIBRARY ADVISORY BOARD
February 5, 2014**

Minutes of the Library Advisory Board (LAB) recorded at 6 p.m. on February 5, 2014, within the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Johnny Tse, Chair
Virginia (Ginny) Sylvester, Vice Chair
Ann Lynn DiDomenico
Patricia (Trish) DeGraaf
Paul Hubbell
David Huizingh

(MEMBERS) Not Present:

John Linda

City Staff Present:

Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division
Tracy Gray, Library Manager, Library and Cultural Services Division

General Public Present:

Larry Conway, President, Friends of the Tempe Public Library

Agenda Item 1 - Call to Order

- Johnny Tse Library Advisory Board (LAB) Chair, called the meeting to order at 6:02 p.m.

Agenda Item 2 - Approval of the January 8, 2014, Library Advisory Board Meeting Minutes Document

MOTION: Virginia (Ginny) Sylvester moved to approve the January 8, 2013, Library Advisory Board meeting minutes document as presented.

SECOND: Ann Lynn DiDomenico seconded.

DECISION: January 8, 2014 Library Advisory Board meeting minutes document approved as presented.

Agenda Item 3 - Friends of the Tempe Public Library Report

- Larry Conway reported on:
 - Café usage.

- Virginia (Ginny) Sylvester asked if using sandwich boards outside would help advertise the café.
- OSHER classes beginning this week.
- March book sale.

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

- General Library Report - Barbara Roberts reported on:
 - Next fiscal year's submitted budget request for FY 14-15. Barbara supplied the board members with a budget summary.
 - David Huizingh asked how Library security is funded.
 - Johnny Tse asked for clarification on the advertising budget.
 - David Huizingh asked for clarification on the 'Books and publications' line item.
 - Barbara also discussed two budget supplemental requests she submitted for the City's 2014-15 fiscal year: 1) three additional staff members (1 librarian, 2 library assistants) in conjunction with the possibility of opening the library one hour earlier on five days during the week; 2) an Educational coordinator position to be shared with the Tempe History Museum with a major job function of school outreach
 - 311 Telephone system: Barbara Roberts explained the Tempe 311 call center; the history of the types of calls 311 used to handle and the current role of Tempe 311 in handling library related phone calls. Barbara Roberts informed the board that the library is currently looking at ways to alleviate high call volumes. David Huizingh suggested using a voicemail system
 - Tempe OverDrive Digital Library: Barbara Roberts referred the board to the statistics sheet regarding recent library e-book usage. Tracy Gray gave some explanation and answered questions about usage and statistics.
 - Current goals for Library Manager, Tracy Gray: 1) coordinating and improving processes and procedures for library programs; 2) consolidating grant application procedures and implementation; 3) analyzing staff scheduling; 4) how to improve efficiencies, processes and procedures.
 - New positions update: Collection Development Librarian position has been posted until February 21; the posting of the vacant Library Supervisor position will be next; Barbara Roberts also stated that the Library is currently accepting applications for one or two part-time temporary positions to assist with Customer Accounts and explained that funding for part-time temporary positions was received as reimbursement from Transit to the Library for selling bus passes.
 - Effects on libraries if Arizona State House Bill 2379 is passed.
 - Possible merger of Library Advisory Board with Historical Museum Advisory Board. Tracy Gray gave an update from a city meeting and informed the board members that the Council's Committee of the Whole, on February 24, 2014, will look at the feedback from a survey sent out about board mergers. If the merger does take place, it will most likely take effect in May or June, 2014. If boards merge, all current members will remain active until natural attrition occurs that will bring the new board back to 9 members.

Agenda Item 5 – Review of the new Library Organizational Chart

- Barbara Roberts distributed copies of the previous library organizational chart and copies of the updated organizational chart.

- Barbara Roberts discussed the need for creating the new Library Manager position and the new Materials Supervisor position.

Agenda Item 6 – Citizen Advocate Program for Libraries

- Barbara Roberts informed the board members about the opportunity to apply to be a library advocate to talk to Congress about the importance of libraries in Washington, D.C. on May 6 & 7, 2014.
- Barbara Roberts stated this opportunity is being funded by the Maricopa County Library Council and a great opportunity to take part in the legislative process.
- Barbara Roberts stated that the advocate chosen will attend the event with a contingent and have thorough training on how to talk to legislatures.

Agenda Item 7 – Circulation Policy - Discussion

- Barbara Roberts informed the board members that the library is investigating policies and procedures that may reduce the amount of outstanding fines and number of materials not returned.
- Barbara Roberts informed the board members that a staff committee was formed to look at possibilities. Tracy Gray gave a summary of the committee's ideas
- Board members' input and suggestions about possible solutions were discussed and will be taken back to the staff committee.

Agenda Item 8 – Board Members' Announcements

- David Huizingh asked about the status of the Alexandria Project. Barbara Roberts stated that the Library will be proceeding with this now that a new Library Manager and programming staff person are in place.
- Ann Lynn DiDomenico distributed information on upcoming children's reading programs at the Scottsdale Public Library.

Agenda Item 9 – Meeting Adjournment

- Meeting adjourned at 6:37 PM.

The next meeting of the Library Advisory Board is scheduled to take place at 6 p.m. on March 5, 2014, within the Tempe Public Library's second floor Board Room, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Tracy Gray

Reviewed by: Barbara Roberts



Johnny Tse
Library Advisory Board Chair