

## Minutes LIBRARY ADVISORY BOARD March 5, 2014

Minutes of the Library Advisory Board (LAB) recorded at 6 p.m. on March 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  
John Linda  
Paul Hubbell  
David Huizingh

**City Staff Present:**

Barbara Roberts, Deputy Community Services Director, Library & Cultural Services Division  
Tracy Gray, Library Manager, Library and Cultural Services Division  
Rolf Brown, Librarian, 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 February 5, 2014, Library Advisory Board Meeting Minutes Document**

MOTION: Virginia (Ginny) Sylvester moved to approve the February 5, 2013, Library Advisory Board meeting minutes document as presented.  
SECOND: Patricia (Trish) DeGraaf seconded.  
DECISION: February 5, 2014 Library Advisory Board meeting minutes document approved as presented.

**Agenda Item 3 - Friends of the Tempe Public Library Report**

- Larry Conway reported on:
  - Bookstore sale March 22<sup>nd</sup>.
  - OSHER classes.

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#### **Agenda Item 4 – Library Programming Team Update, Rolf Brown, Librarian**

- Barbara Roberts introduced Rolf Brown to the Board members.
- Rolf Brown reported on new, expanded programming, distributed a new programming brochure.
- Rolf Brown stated the programming committee is working hard to create a new programming service that is creative, cutting edge, informative and entertaining.

#### **Agenda Item 5 – Report from Library ‘Fines & Fees’ Committee - Rolf Brown, Librarian**

- Rolf Brown reported on
  - Committee’s recommendation regarding changing loan limits from 50 items to 30 items and loan periods from 28 days to 21 days.
  - The Committee is discussing how to engage library patrons to have increased interaction with their library accounts to avoid late fees. The Committee will be looking at other possible changes to the Circulation policy which will benefit library patrons.
  - The Committee is discussing an amnesty month to unblock youth cards. Statistics show 20-40% of youth patrons in libraries have blocked cards because of high fines. The Committee is also discussing how to incorporate that with previous library programs such as ‘Water for Fines’ and ‘Food for Fines’. The Committee is working on ways to get people back into the library and to encourage people to bring back library materials.

#### **Agenda Item 6 – Library Report**

- Barbara Roberts informed the Board members on:
  - Upcoming strategic planning and the need for Library Board participation.
  - Recommendations from the Tempe Police Department Threat Vulnerability Study for the Library Building: need for landscape maintenance; need for locking gates and loading dock door; the need for one-point of entry into the library which would entail closing the North door entrance and the Tempe Learning Center entrance because all government buildings are considered critical infrastructure and safety is a priority; need for employee accessed doors on the second floor and the need for increased Security persons on campus.
  - Open positions: have chosen three candidates to interview for the collection development librarian, interviews will be held on March 19<sup>th</sup>; the Library Supervisor open position closes March 19<sup>th</sup>.
  - No update on the City Budget or Capital Improvement Project requests; Barbara Roberts was asked to change the budget supplemental request which originally listed one full-time librarian and two full-time library assistants to one full-time librarian four part-time temporary library assistants.
  - Alexandria Project, the ASU project business incubator site and co-working space which has its presence at other valley libraries: Phoenix Hive, Mesa Thinkspot, Scottsdale EurekaLoft and Avondale.
  - Public relations and strategic planning and programming. Barbara Roberts showed the Board members the new tagline: ‘Tempe Library - your LifeLab which is an image the library would like to be presented as an active, fun, collaborative, networking place to learn and grow at any time in your life.
  - Polaris system: this week the library became fully operational after the migration; paying fines online is now working. Barbara Roberts expressed her dissatisfaction with the extensive amount of time it took for all the Polaris functions to work. Barbara Roberts will be contacting the Polaris CEO to express the unsatisfying service the library received.

- Board merger update: Committee of the Whole Meeting- Assistant City Manager, Jeff Kaluga, made a recommendation to move forward with Board mergers, including the merger of the Library Advisory Board and the Historical Museum Advisory Board. The recommendation will be brought to the Issue Review Session in March, and Council will vote at a meeting in April. Mergers will take effect in July. The merged board will work as a large group until attrition occurs to bring the group to nine members. Barbara Roberts recommends scheduling an informal meeting to meet the Museum board members before the groups begin working together.

#### **Agenda Item 7 – Legislation Update**

- Barbara Roberts: no further update

#### **Agenda Item 8 - Discussion and Action of Support of changes to Circulation Policy**

- Barbara Roberts asked the Board members for their thoughts on the possible changes proposed by the Fines & Fees Committee's recommendation of changing loan limits from 50 items to 30 items and loan periods from 28 days to 21 days.
- Patricia (Trish) DeGraaf stated three weeks goes by fast.
- Patricia (Trish) DeGraaf stated she did like the loan limit change from 50 items to 30 items.
- David Huizingh stated he was fine with the changes.
- John Linda stated he supported the loan periods from 28 days to 21 days.
- Virginia (Ginny) Sylvester stated she was fine with 30 items limit change.
- Johnny Tse asked if there is a way to change the wording 'email notification' to a more general term to avoid the need to change the policy every time technology changes.

MOTION: Virginia (Ginny) Sylvester moved to support the revised Library Circulation Policy.

SECOND: Paul Hubbell seconded.

DECISION: Library Advisory Board voted to support the revised Library Circulation Policy.

#### **Agenda Item 9 – Board Members' Announcements**

- Larry Conway asked about Google Fiber Optic.
- Larry Conway asked about library statistics.
- Discussion of how to get people into the library.
- Discussion of storytimes, the library as a social place and a safe place.
- Discussion of the ESL Table talk.

#### **Agenda Item 10 – Public Appearances**

- No Public Appearances.

#### **Agenda Item 11 – Meeting Adjournment**

- Meeting adjourned at 7:15 PM.

The next meeting of the Library Advisory Board is scheduled to take place at 6 p.m. on April 2, 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

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Johnny Tse  
Library Advisory Board Chair

UNAPPROVED