



## Minutes LIBRARY ADVISORY BOARD Wednesday, May 7, 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:**

Virginia (Ginny) Sylvester, Vice Chair  
Patricia (Trish) DeGraaf  
John Linda  
Paul Hubbell  
David Huizingh (*arrived 6:06 PM*)

**(MEMBERS) Not Present:**

Johnny Tse, Chair  
Ann Lynn DiDomenico

**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**

- Virginia (Ginny) Sylvester Library Advisory Board (LAB) Vice Chair, called the meeting to order at 6:03 p.m.

**Agenda Item 2 - Approval of the March 5, 2014, Library Advisory Board Meeting Minutes Document**

MOTION: John Linda moved to approve the March 5, 2013, Library Advisory Board meeting minutes document as presented.  
SECOND: Paul Hubbell seconded.  
DECISION: March 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:
  - Guitar recital Thursday evening in the café.
  - OSHER classes.

- Connect 60 webinar regarding lifelong learning.
- April 11<sup>th</sup>, 2014 Corona del Sol art class students who contributed artwork for the bookstore – held a lunch for the students, gave an in-depth tour.
- Fundraising for summer reading program and overall future plans for fundraising. John Linda advised using SCORE to assist with fundraising.

#### **Agenda Item 4 – Library Report**

- Barbara Roberts informed the Board members on:
  - Acquisition of Polaris library system by Innovative Interfaces. President of Polaris met with area library directors and ensured an easy transition and said the purchase will not affect the Polaris product and the technology, marketing and customer service will not be affected.
  - Sarah Kaufman, Outreach Librarian, received a Library Services Technology Act (LSTA) grant to cover a portable tablet lab and to pay instructors from the University of Advanced Technology (UAT) to teach high level computer classes.
  - Waiting to hear if other grants are awarded.
  - Hired a new Library Customer Experience Supervisor, Lee Ann Mueller, who has both library and retail experience and will begin work on May 19<sup>th</sup>.
  - Reclassification of a Library Assistant to Library Operations Specialist position which is in the reclassification process.
  - Library Budget – waiting on approval for staff budget supplementals. If approved, the library will also open one hour early, 5 days of the week.
  - Boards and Commissions update: City Attorney office working on details of rules and procedures regarding the merging of city boards and commissions. If approved, the changes will go into effect July 1, 2014. If approved, Barbara Roberts will hold a special meeting before July 1<sup>st</sup> to discuss the merger with all members of the Library Advisory Board and the Historical Museum Advisory Board.

#### **Agenda Item 5 - Discussion and Action of Support of changes to Circulation Policy**

- Barbara Roberts informed the board she will be talking to three councilmembers about changes to the library's circulation policy, including changes of fines and fees.
- Tracy Gray discussed the details of the changes including
  - Lowering the checkout period from four weeks to three weeks.
  - Adding Reduced maximum number of materials allowed checked out at one time to 30 (from 50)
  - Reduce normal check-out period to 3 weeks from 4.
  - Eliminate the \$5.00 processing fee for materials that are lost or returned but damaged.
  - Twice a year, offer fine forgiveness in exchange for either bringing bottled water (in May) or nonperishable food (in November).
  - Lower the monetary limit at which a customer's card is blocked to \$10.00 from \$15.00.
  - Increase to 3, from 2, the number of emails or texts alerting customers that their items are due before they have incurred any fines.
  - Reduce the maximum fine per item to \$5.00 from \$15.00.

MOTION: Paul Hubbell moved to support the revised Library Circulation Policy.

SECOND: John Linda seconded.

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

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### **Agenda Item 6 – Strategic Planning Discussion**

- Barbara Roberts updated the board on strategic planning.
- Strategic planning liaison advises Barbara Roberts to have a community discussion before beginning the strategic planning process; use focus groups to ask the questions: Where libraries are going: What is important for libraries?
- Take that information and form a strategic planning process.
- Let Barbara Roberts know if you are interested in participating in the entire process.
- This will probably begin after July 1<sup>st</sup>.

### **Agenda Item 7 – Alexandria Project Update**

- Barbara Roberts updated the board on the Alexandria Project:
  - Barbara Roberts met with City of Tempe, Economic Development Director, Donna Kennedy, who is working on a project called Tempe Entrepreneurial Network (TEN) and will further pursue collaboration efforts.
  - Barbara Roberts discussed the logistics and needs of the library to make the space work for everyone.
  - Paul Hubbell asked where the funding for Alexandria was coming from.

### **Agenda Item 8 – Board Members' Announcements**

- John Linda complimented the library staff on the volunteer luncheon.
- Larry Conway asked about security issues in the library, specifically the north door.

### **Agenda Item 9 – Public Appearances**

- No public appearances.

Meeting adjourned at 6:53 PM.

Virginia (Ginny) Sylvester Library Advisory Board (LAB) Vice Chair, called the meeting back to order at 6:54 p.m.

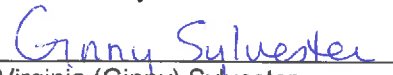
- Discussion of June meeting date.
- June meeting changed to June 10, 2014.

Meeting adjourned at 6:59 PM.

The next meeting of the Library Advisory Board is scheduled to take place at 6 p.m. on June 10, 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

  
Virginia (Ginny) Sylvester  
Library Advisory Board, Vice Chair