



**Minutes**  
**HISTORICAL MUSEUM AND LIBRARY ADVISORY BOARD**  
**Wednesday, August 6, 2014**

**Minutes of the HISTORICAL MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, August 6, 2014, within the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.**

**(MEMBERS) Present:**

Patricia (Trish) DeGraaf  
Ann Lynn DiDomenico  
Nicolle (Nikki) Gusz  
Paul Hubbell  
David Huizingh  
John Linda  
Shirley McKean  
Mary O'Grady (*arrived 5:36 pm*)  
James (Jim) Schoenwetter (*participated telephonically*)  
Virginia (Ginny) Sylvester  
Johnny Tse (*arrived 5:46 pm*)  
Jennifer Wagner

**(MEMBERS) Not Present:**

None

**City Staff Present:**

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

**General Public Present:**

Larry Conway, Friends of the Tempe Public Library

**Agenda Item 1 - Call to Order**

- Jennifer Wagner called the meeting to order at 5:33 p.m.

**Agenda 2 – Introductions and Brief Biographies of all members**

- Jennifer Wagner initiated introductions and biographies of all the members.

**Agenda 3 - Election of Chair and Vice - Chair - ACTION**

- Discussion of elections.

MOTION: Shirley McKean moved to elect Jennifer Wagner as Board Chairperson.  
SECOND: Mary O'Grady seconded.

- DECISION: Jennifer Wagner elected new Historical Museum and Library Advisory Board Chairperson.
- MOTION: Johnny Tse moved to nominate Virginia (Ginny) Sylvester as Vice-Chairperson.  
SECOND: Paul Hubbell seconded.  
DECISION: Virginia (Ginny) Sylvester elected new Historical Museum and Library Advisory Board Vice-Chairperson.

**Agenda Item 4 - Approval of the July 3, 2014, Historical Museum Board Meeting Minutes Document**

- MOTION: James (Jim) Schoenwetter moved to approve the July 3, 2014, Historical Museum Board meeting minutes document as presented.  
SECOND: Shirley McKean seconded.  
DECISION: July 3, 2014 Historical Museum Board meeting minutes document approved as presented.

**Agenda Item 5 - Approval of the June 10, 2014, Library Advisory Board Meeting Minutes Document**

- MOTION: Patricia (Trish) DeGraaf moved to approve the June 10, 2014, Library Advisory Board meeting minutes with Board meeting minutes document with the following change: (June 10, 2014, Library Advisory Board Meeting Minutes page one: 'Paul Hubbel' instead of 'John Linda' moved to approve the May 7, 2014...).
- SECOND: Virginia (Ginny) Sylvester seconded.  
DECISION: June 10, 2014 Library Advisory Board meeting minutes document approved as revised.

**Agenda Item 6 – Museum & Library Reports**

- Barbara Roberts reported to the Board members:
  - Barbara Roberts will be the main liaison to the board. The new Museum Manager and Tracy Gray will act as co-liaisons with Barbara.
  - Status on Museum Manager position recruitment.
  - Shopper Trakker device for tracking the movement of people in our buildings to find out where what areas or exhibitions are most used throughout the buildings and whether people entering are adults or children.
    - Some discussion and questions.
  - Security needs and plans for improvement for the library complex.
- Amy Douglass informed the Board members on:
  - Community History Museum mission.
  - National accreditation process and update.
  - New exhibit which will begin in November called "Tempe Sound" – history of rock music in Tempe. Amy D. discussed the opening night event.
  - Distributed 'Time Lines' events brochure for Museum events.
  - Disney movies in August.
  - Partnership with Tempe Artists guild and exhibit.
  - Performances at the Museum.
  - Lunchtime talks.
- Tracy Gray informed the Board members on:
  - Library hours, visitors and services.
  - Library programs.
  - Library partnerships with the museum.

**Agenda Item 7 - Boards merging - DISCUSSION**

- Barbara Roberts explained the logistics and details of the Boards merging and how the new Board will proceed through attrition to reach the number of board members needed. Barbara R. discussed the details on reappointments.
- Barbara Roberts discussed what active types of roles the board members could play. Some possibilities Barbara R. stated were related to research, being 'secret shoppers', advocates of library and museum to City Council, and participating in planning processes such as strategic planning.
  - Some discussion of board projects and work assignments.
  - Some discussion of alternating meeting locations.
  - James (Jim) Schoenwetter asked a question about strategic planning.

**Agenda Item 8 – Set permanent meeting day and time - ACTION**

- Some discussion of the best day and time to meet.

MOTION: John Linda moved for the Historical Museum and Library Board to meet the 1<sup>st</sup> Wednesday at 5:30 and meet in the library during the even months and odd months at the History Museum and not meet in July or August.

SECOND: Shirley McKean seconded.

DECISION: The Historical Museum and Library Board approved to meet the 1st Wednesday at 5:30 and meet in the library during the even months and odd months at the History Museum and not meet in July or August.

**Agenda Item 9 – Agenda and Packet Preferences**

- Barbara Roberts asked for agenda and packet preferences.
- Barbara Roberts informed the Board there cannot be standing Board committees.

**Agenda Item 10 – Approval of Revised Historical Museum Code of Ethics - ACTION**

MOTION: James (Jim) Schoenwetter moved to approve the revised Historical Museum Code of Ethics as presented.

SECOND: Mary O'Grady seconded.

DECISION: The Historical Museum and Library Board approved the revised Historical Museum Code of Ethics document approved as presented.

**Agenda Item 11 – Approval of Revised Historical Museum Collection Policy - ACTION**

- Barbara Roberts informed the board that she is submitting to Council the revision of the Ordinance establishing the new board to 'History Museum and Library Advisory Board' to align the name of the Museum with that of the Board

MOTION: Virginia (Ginny) Sylvester moved to approve the revised Historical Museum Code of Ethics with the following change: (Historical Museum and Library Advisory Board inserted instead of Museum Board).

SECOND: Johnny Tse seconded.

DECISION: Historical Museum Collection Policy approved as presented.

**Agenda Item 12 – Board Members Announcements**

- None.

**Agenda Item 13 Public Appearances**

- No public appearances.

**Agenda Item 14 – Adjournment - ACTION**

MOTION: Virginia (Ginny) Sylvester moved to adjourn the Historical Museum and Library Advisory Board meeting.

SECOND: Mary O’Grady seconded.

DECISION: The Historical Museum and Library Board adjourned at 6:43 PM.

The next meeting date and location of the Library Advisory Board is Wednesday, September 3, 2014 at 5:30 PM in the Tempe History Museum Board room.

Prepared by: Tracy Gray

Reviewed by: Barbara Roberts