
**Minutes
LIBRARY ADVISORY BOARD
March 7, 2012**

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on March 7, 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
Dawn Thacker
Kurtis Zinger

(MEMBERS) Absent:

Jennifer Greutz

City Staff Present:

Tracy Hokaj, Librarian - Tempe Public Library
Wydale Holmes, Senior Learning and Organizational Development Specialist - Tempe Learning Center
Rachael Peterson, Administrative Assistant - Library and Cultural Services Division
Sherry Warren, Manager - Tempe Public Library

Guest(s) Present:

Lupe Camargo, President - Friends of the Tempe Public Library

Agenda Item 1 - Call to Order

- Paul Hubbell, Library Advisory Board (LAB) Chair, called the meeting to order at 6:33 p.m.

Agenda Item 2 - Approval of the January 4, 2012, Library Advisory Board Meeting Minutes Document

- **MOTION:** Kirk Deem moved to approve the January 4, 2012, Library Advisory Board meeting minutes document as presented.
SECOND: Patricia (Trish) DeGraaf seconded.
DECISION: January 4, 2012, Library Advisory Board meeting minutes document approved as presented.

Agenda Item 3 - Approval of the February 1, 2012, Library Advisory Board Meeting Minutes Document

- **MOTION:** Kirk Deem moved to approve the February 1, 2012, Library Advisory Board meeting minutes document as presented.
- **SECOND:** Johnny Tse, Library Advisory Board Vice Chair, seconded.
- **DECISION:** February 1, 2012, Library Advisory Board meeting minutes document approved as presented.

Agenda Item 4 - Library Advisory Board Chair Report

- Paul Hubbell, Library Advisory Board (LAB) Chair, reported that Tempe Mayor Hugh Hallman recently appointed three (3) new members to serve on the Library Advisory Board. Hubbell stated that the new LAB members are as follows:
 - **Michael (Mike) Berkley;**
 - **Jennifer Grentz;**
 - **Roland LaValle** (DECLINED APPOINTMENT).
- P. Hubbell introduced Mike Berkley and further welcomed M. Berkley to the LAB meeting.
- P. Hubbell initiated a discussion in regards to the **regular meeting time** of the Library Advisory Board (LAB); P. Hubbell explained that the LAB currently meets at 6:30 p.m. on the first Wednesday of every month within the Tempe Public Library's lower-level Meeting Room B.
- P. Hubbell inquired if the Tempe Public Library's second floor Board Room may be reserved for use by the LAB on the first Wednesday of every month. Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, reported that the Tempe Public Library Board Room has a reoccurring booking for the Library Advisory Board from 5 to 8 p.m. on the first Wednesday of every month.
- P. Hubbell suggested that the Library Advisory Board (LAB) meet at 6 p.m. within the Tempe Public Library's second floor Board Room on the first Wednesday of every month. Upon further discussion, the LAB members unanimously agreed to **temporarily amend** the Library Advisory Board's regular meeting time and location to 6 p.m. on Wednesday, April 4, 2012, within the Tempe Public Library's second floor Board Room, 3500 S. Rural Road, Tempe.
- Rachael Peterson stated that the **permanent amendment of the Library Advisory Board's (LAB) scheduled meeting time and location** will be placed on the April 4, 2012, LAB meeting agenda for review and consideration.

Agenda Item 5 - Library Operations Report

- Sherry Warren, Tempe Public Library Manager, reported that the Tempe Public Library's (Library) **Bestseller Express** program continues to grow in popularity; S. Warren explained that Library patrons are now able to reserve two (2) bestsellers during a single visit to the Library.
- S. Warren reminded the Library Advisory Board (LAB) members that the Library and its **satellite resource sites** within the **Escalante Community Center** and the **North Tempe Multigenerational Center** are now requiring patrons to provide their **Library PIN number** when making a PC reservation. Warren added that patrons may also enter their PIN number to utilize self-service checkout machines beginning in late May, 2012.

- Lupe Camargo, Friends of the Tempe Public Library (Library) President, inquired if Library patrons have access to alter their PIN number(s) online; S. Warren affirmed that PIN numbers may be reset online. Warren further noted that Library patrons may also place holds on books from home.
- Sherry Warren reported that the Library played host to several **Arizona Centennial-celebrating programs and special events** in February; S. Warren noted that all of the special events and programs held within the Library were recognized by the **Arizona Centennial Commission**. Warren added that approximately 1802 people attended the Library's Arizona Centennial-celebrating special events and programs.
- S. Warren stated that the new **Tempe Public Library Cards** are being distributed to Library patrons. Warren encouraged the Library Advisory Board (LAB) members to exchange their existing Library card for a card with an updated image; S. Warren further reported that the artist-rendered original images produced to be printed on the new Library cards are being displayed within the Library's **non-fiction wing and lower-level gallery space**.
- S. Warren acknowledged the following trends year-to-date:
 - **Tempe Public Library (Library) door count has decreased by 3.8%;**
 - **Library patron registration has decreased 9%;**
 - **The circulation of material has decreased by 5.5%;**
 - **eBook reservation has increased by 206%.**
- S. Warren reminded the LAB members that the Library played host to free **electronic resources and audiobook instructional classes**; S. Warren further acknowledged that approximately 85 people attended the classes in January, 2012.

Agenda Item 6 - Tempe Public Library Collection Development Policy

- Tracy Hokaj, Librarian at the Tempe Public Library, distributed and presented the **Tempe Public Library (Library) Collection Development Policy** to the Library Advisory Board (LAB) members for review and consideration.
- T. Hokaj explained that the Library's Collections Management Team reviewed the Library's current Collection Development Policy and acknowledged that much of the technical terminology used within the policy is outdated.
- Paul Hubbell, LAB Chair, reported that he met with T. Hokaj, as well as Clay Workman, Library Operations Manager, and with Kim Garza and Sherry Warren, Library Managers, to discuss and review the draft of the updated Library Collection Development Policy.
- T. Hokaj indicated that the Library Collection Development Policy, in its current state, is being presented to the Library Advisory Board as a final draft.
- Kurtis Zinger requested that **Section II of the Tempe Public Library Collection Development Policy** be updated to reflect the capitalization of the word, "Library," as a means to maintain consistency throughout Section II of the policy.
- **MOTION:** Kurtis Zinger moved to approve the Tempe Public Library Collection Development Policy with the proposed updates to Section II of the existing final draft of the policy.
- **SECOND:** Patricia (Trish) DeGraaf seconded.
- **DECISION:** Tempe Public Library Collection Development Policy with proposed updates approved.

Agenda Item 7 - Friends of the Tempe Public Library Report

- Lupe Camargo, Friends of the Tempe Public Library President, reported that the Friends of the Tempe Public Library (Friends of the Library) organization continues to focus its efforts on advocacy.
- L. Camargo stated that the Friends of the Library organization continues to increase awareness of the Tempe Public Library via its website: ***www.tempefriends.org***.
- L. Camargo noted that the Friends' Book Store continues to thrive; L. Camargo suggested that book sales online and in-person may have increased as a direct result of the popularity and usage of eBooks and eReaders.
- Dawn Thacker inquired about the Tempe Connections Café; L. Camargo affirmed that the Tempe Connections Café continues to evaluate its offerings, as well as its marketing strategies.
- L. Camargo stated that the Friends of the Library organization exists to provide an additional energy and life to the Tempe Public Library; L. Camargo further noted that the Friends organization continues to seek opportunities in which to energize its members, increase its board expertise and create positive experiences for Tempe Public Library patrons and the Tempe community.
- Michael (Mike) Berkley inquired about media coverage as it relates to the Friends of the Tempe Public Library; L. Camargo stated that Tracy Hokaj, Librarian at the Tempe Public Library, is a City of Tempe staff liaison to the Friends of the Library organization and works with the City of Tempe Community Relations Department to promote Friends of the Tempe Public Library programming and special events via the City of Tempe event calendar, newsroom press releases and social media outlets.
- L. Camargo requested that Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, forward the email addresses of the Library Advisory Board members to her so that they may be added to the distribution list for the Friends of the Tempe Public Library newsletter, as well as for the Tempe Public Library listservs.

Agenda Item 8 - Board Members' Announcements

- Michael (Mike) Berkley shared two news articles with the Library Advisory Board (LAB) members.
- Lupe Camargo, Friends of the Tempe Public Library President, reported that the Tempe Public Library played host to the ***Digital Download Truck*** on March 1, 2012; Tracy Hokaj, Librarian at the Tempe Public Library, reported that approximately 160 people visited the Digital Download Truck.

Agenda Item 9 - Public Appearances

- Paul Hubbell, Library Advisory Board Chair (LAB), explained that the LAB welcomes public comment; P. Hubbell added that in accordance with the ***Arizona Open Meeting Law***, the LAB may only discuss matters listed on its meeting agenda(s). Hubbell stated that matters brought up by the public under Public Appearances that are not listed on meeting agendas may not be discussed by the Library Advisory Board. Hubbell affirmed that a three-minute presentation limit per person will be in effect.
- Wydale Holmes, Senior Learning and Organizational Development Specialist within the Tempe Learning Center, introduced herself to the Library Advisory Board members and

stated that she is an internal candidate for the Deputy Manager position within the City of Tempe Community Services Department's Library and Cultural Services Division.

Agenda Item 8 - Adjournment

- Meeting adjourned at 7:30 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6 p.m. on Wednesday, April 4, 2012, within the Tempe Public Library's second floor Board Room, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Clay Workman

Paul Hubbell
Library Advisory Board Chair

UNAPPROVED