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## Minutes LIBRARY ADVISORY BOARD February 1, 2012

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Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on February 1, 2012, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ.

**(MEMBERS) Present:**

Paul Hubbell, Chair  
Johnny Tse, Vice Chair  
Kirk Deem

**(MEMBERS) Absent:**

Patricia (Trish) DeGraaf  
Dawn Thacker  
Kurtis Zinger

**City Staff Present:**

Tracy Hokaj, Librarian - Tempe Public Library  
Rachael Peterson, Administrative Assistant - Library and Cultural Services Division  
Clay Workman, Operations Manager - Tempe Public Library

**Guest(s) Present:**

None

**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**

- Paul Hubbell, Library Advisory Board (LAB) Chair, *tabled* the review and consideration of the ***January 4, 2012, LAB Meeting Minutes Document*** as a result of a lack of a LAB member voting quorum.

**Agenda Item 3 - Library Operations Report**

- Clay Workman, Tempe Public Library Operations Manager, provided the Library Advisory Board (LAB) members with an update in regards to the ***recruitment*** of the vacant ***Deputy Manager position*** within the City of Tempe Library and Cultural Services Division.

- C. Workman explained that an internal City of Tempe (City) recruitment has already taken place; C. Workman noted that an internal recruitment process solicits five or more qualified candidates from existing, current City of Tempe employees. Workman added that the City was not able to identify five qualified candidates; therefore, the position recruitment process progressed to an external recruitment. Workman further noted that an external recruitment process allows additional candidates not currently employed by the City to apply and participate within the position's recruitment process in an effort to generate an appropriate-sized pool of qualified candidates.
- C. Workman explained that the external recruitment process will conclude on February 17, 2012; C. Workman reported that upon the conclusion of the external recruitment process, City of Tempe Human Resources Department Analysts will review applications to determine which candidates qualify to participate in an interview process. Workman affirmed that the Deputy Manager job posting was forwarded to library communities throughout the state of Arizona.
- C. Workman stated that an administrative team within the City of Tempe (City) Community Services Department (Department) is working to prepare the Department's **General Operating Fund Budget for Fiscal Year 2012/2013** per the requirements of the City's Management Team and Budget Office/Finance Department. Workman explained that the Community Services Department (Department) was asked to prepare a budget reflecting a Department-wide three percent (3%) budget reduction. Workman further explained that a Department-wide three percent (3%) General Operating Fund Budget reduction may occur for three (3) additional fiscal years.
- Kirk Deem, Library Advisory Board (LAB) member, inquired about the impact to the Tempe Public Library's (Library) day-to-day operations as a result of the budget reductions. Clay Workman affirmed that the budget cuts will be Department-wide, and that all divisions within the Department will be assessed.
- K. Deem suggested that the Library review its printing and mailing budget, as well as its current practices related to the printing and mailing of information; K. Deem noted that printing and mailing service costs/fees may be eliminated if information is dispensed electronically.
- C. Workman distributed a calendar of events highlighting **Arizona Centennial-celebrating programming and events** specific to Tempe occurring within the Tempe Public Library (Library) in February, 2012. Workman encouraged the Library Advisory Board (LAB) members to attend the programs and special events.
- C. Workman reported that the Library played host to free **electronic resources instructional classes**; C. Workman acknowledged that approximately 85 people attended the classes in January, 2012. Johnny Tse, LAB member, suggested that the instructional classes be filmed and accessible to Library patrons via the Library's website.
- C. Workman further acknowledged the following trends year-to-date:
  - **Tempe Public Library (Library) door count has decreased by 4%;**
  - **Library patron registration has decreased 8.7%;**
  - **The circulation of material has decreased by 7.8%;**
  - **eBook reservation has increased by 223%.**
- C. Workman stated that the new **Tempe Public Library Cards** are being printed in preparation for their distribution. Workman distributed final image proofs to the LAB members for review and further noted that the artist-rendered original images produced

to be printed on the cards are being displayed within the Library's lower-level gallery space.

- C. Workman reported that the Tempe Public Library (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. Workman added that patrons may also be able to enter their PIN number to utilize self-service checkout machines beginning in late May, 2012.
- C. Workman reminded the LAB members that the Library continues to collaborate with the City of Tempe's **311 Call Center** (Call Center) staff members to create a communications team to best address the needs of the Tempe community members and Tempe Public Library patrons. Workman affirmed that the Call Center staff will begin to address Library inquiries beginning February 7, 2012.

#### **Agenda Item 4 - Tempe Public Library Collections Policy**

- Paul Hubbell, Library Advisory Board (LAB) Chair, **tabled** the review and consideration of the **Tempe Public Library Collections Policy** as a result of a lack of a LAB member voting quorum.

#### **Agenda Item 5 - Friends of the Tempe Public Library Report**

- No report.

#### **Agenda Item 6 - Board Members' Announcements**

- Johnny Tse announced that the **grand-opening celebration** of the new **court building in Phoenix** is scheduled to occur in conjunction with Arizona's Centennial on February 14, 2012. Tse acknowledged that the building is the largest construction project in Maricopa County, and that the court building was designed to accommodate future growth. Tse also explained that the court building houses multiple defendant court rooms, as well as four separate jury boxes. Tse encouraged the Library Advisory Board members to contact him if they'd like to attend the grand-opening celebration.
- Paul Hubbell, Library Advisory Board Chair, announced that he'd like to discuss the **scheduled meeting time** of the Library Advisory Board at its next meeting scheduled to occur at 6:30 p.m. on March 7 within the Tempe Public Library's lower-level Meeting Room B. Hubbell asked Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, to research Tempe Public Library Board Room availability at 6 p.m. on the first Wednesday of every month, as well as information recorded during previous Library Advisory Board meetings where discussions may have occurred in regards to altering the scheduled meeting time(s) of the Library Advisory Board.
- P. Hubbell further inquired about **Library Advisory Board member vacancies**; R. Peterson stated that she'd contact the Tempe City Clerk's Office to check the status of the member recruitment process and its corresponding new member appointments.

#### **Agenda Item 7 - 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.

- No public appearances recorded.

**Agenda Item 8 - Adjournment**

- Meeting adjourned at 7:23 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wednesday, March 7, 2012, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Clay Workman

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Paul Hubbell  
Library Advisory Board Chair