
**Minutes
LIBRARY ADVISORY BOARD
April 4, 2012**

Minutes of the Library Advisory Board (LAB) recorded at 6 p.m. on April 4, 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 Grentz

City Staff Present:

Rachael Peterson, Administrative Assistant - Library and Cultural Services Division
Sherry Warren, Manager - Tempe Public Library

Guest(s) Present:

Larry Conway, Board Member Representative - 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 6:04 p.m.

Agenda Item 2 - Approval of the March 7, 2012, Library Advisory Board Meeting Minutes Document

- **MOTION:** Kirk Deem moved to approve the March 7, 2012, Library Advisory Board meeting minutes document as presented.
- **SECOND:** Trish DeGraaf seconded.
- **DECISION:** March 7, 2012, Library Advisory Board meeting minutes document approved as presented.

Agenda Item 3 - Library Advisory Board Chair Report

- Paul Hubbell, Library Advisory Board Chair, noted that the Library Advisory Board's current website inaccurately reflects information specific to the **regular meeting date and time** of the Library Advisory Board (LAB). Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, stated that she'd forward accurate information to the Tempe Public Library's webmaster and further request that the site be updated accordingly. Paul Hubbell added that the Tempe City Clerk's Office reports accurate information specific to the regular meeting date and time of the LAB on its Tempe Boards and Commissions website.
- P. Hubbell reminded the LAB members that Tempe Mayor Hugh Hallman recently appointed three (3) new members to serve on the Library Advisory Board. Hubbell stated that the new members are as follows:
 - **Mike Berkley,**
 - **Jennifer Grentz,**
 - **Roland LaValle** (DECLINED APPOINTMENT).
- P. Hubbell reported that new member Jennifer Grentz will be present at the Library Advisory Board meeting scheduled to occur at 6 p.m. on May 2, 2012, within the Tempe Public Library's second floor Board Room, 3500 S. Rural Road, Tempe.
- P. Hubbell continued a discussion in regards to the **regular meeting time** of the Library Advisory Board (LAB) that began during the LAB's March 7, 2012, meeting. Hubbell explained that the LAB members decided to temporarily amend the location and time of the regularly-scheduled LAB meeting to occur on April 4, 2012, and to take place at 6 p.m. within the Tempe Public Library's second floor Board Room.
- P. Hubbell inquired if the Tempe Public Library's second floor Board Room may continue to be reserved for use by the LAB on the first Wednesday of every month. Rachael Peterson confirmed 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) permanently amend its regular meeting schedule to meet at 6 p.m. on the first Wednesday of every month within the Tempe Public Library's second floor Board Room.
- **MOTION:** Kurtis Zinger moved to approve the permanent amendment of the Library Advisory Board's regular meeting schedule to reflect a meeting time of 6 p.m. on the first Wednesday of every month within the Tempe Public Library's second floor Board Room.
SECOND: Kirk Deem seconded.
DECISION: Permanent amendment of the Library Advisory Board's regular meeting schedule to reflect a meeting time of 6 p.m. on the first Wednesday of every month within the Tempe Public Library's second floor Board Room approved.

Agenda Item 4 - Library Operations Report

- Sherry Warren, Tempe Public Library Manager, acknowledged the following operations 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%.**

- Paul Hubbell, Library Advisory Board Chair, inquired if the Tempe Public Library (Library) operations trends share any commonalities with other valley libraries; S. Warren affirmed that similar trends are reported by other valley libraries.
- Mike Berkley inquired if the Library's door count percentage has decreased as a result of economic improvement.
- S. Warren could not specify why the Library's door count percentage has decreased; S. Warren noted that the use of Overdrive educational resources, Internet use and eBook reservation has increased significantly. Warren added that the Library's door count percentage may show a future increase as a result of Library patron participation within the Maricopa County-wide Summer Reading Program.
- P. Hubbell inquired about the Library's 30-minute time limit specific to PC reservation. Hubbell specifically asked if 30 minutes is an adequate amount of time for patrons to successfully conduct their personal business. Hubbell cited the following examples of personal business:
 - **Resume Building;**
 - **Job Searching;**
 - **Application Processing;**
 - **Use of the Library's electronic databases.**
- S. Warren explained that Library patrons are offered two 15-minute PC use extensions in addition to their initial 30-minute PC reservation.
- Larry Conway, Friends of the Tempe Public Library (Friends of the Library) Board Member, reported that the Friends of the Library organization is creating its own **Volunteer Corps** program, and suggested that the Volunteer Corps program partner with the Tempe Public Library (Library) staff members to help respond to Library patron PC inquiries, as well as to help Library patrons navigate resume templates and complete job applications.
- S. Warren announced the hiring of **Barbara Roberts**; S. Warren explained that B. Roberts was hired to fill the vacant Deputy Director position within the City of Tempe Community Services Department's Library and Cultural Services Division. Warren further explained that B. Roberts will oversee the operations of the Tempe History Museum, the Tempe Public Library, and the Tempe Center for the Arts, and will serve as the primary staff liaison to the Tempe Historical Museum Advisory Board, the Tempe Public Library Advisory Board and the Tempe Municipal Arts Commission. Warren noted that B. Roberts is a polished public speaker, and that she currently holds the position of Library Director for the City of Palm Springs, California. Warren added that B. Roberts will begin her employment with the City of Tempe on June 11, 2012.
- S. Warren reported that the Tempe Public Library (Library) is **receiving a new roof**; S. Warren clarified that the Library is not altering or updating the existing copper within the Library's roof structure.
- S. Warren acknowledged that the Library will play host to **early voting** within its second floor lobby area from April 23, 2012, to May 11, 2012.
- S. Warren stated that the Library's DVD collection is now housed on zigzag shelves; S. Warren noted that the DVD collection was previously displayed using flip shelves that were not accessible for use by the Library's physically challenged patrons. Warren praised Kim Garza, Tempe Public Library Manager, and her staff team, for their work to install the zigzag shelves.

- Paul Hubbell encouraged the Library Advisory Board members to attend **a celebration of the Mill Avenue Utility Boxes and Tempe Public Library Cards Public Art Project artists** scheduled to occur at 10 a.m. on April 14 at Montage Art Studio located at 740 S. Mill Avenue, Tempe.

Agenda Item 5 - Friends of the Tempe Public Library Report

- **Larry Conway**, Friends of the Tempe Public Library (Friends of the Library) Board Member, introduced himself to the Library Advisory Board (LAB) members, and explained that he was attending the LAB meeting on behalf of Lupe Camargo, Friends of the Tempe Public Library President.
- L. Conway reported that the Friends of the Library organization is hiring a new Connections Café Manager; L. Conway explained that the current café manager, Julie Fellows, is leaving.
- L. Conway noted that the Friends of the Library Board has formed three (3) committees within its current board membership structure; L. Conway stated that the committees are as follows:
 - **Connections Café Committee** (to ensure the sustainability and vibrancy of the Connections Café);
 - **Book Committee** (to create employee handbooks and organizational flow charts specific to the Connections Café and the Book Store);
 - **Advocacy/PR** (will work with Tracy Hokaj, Tempe Librarian, to advertise and promote the Friends of the Library organization via multiple outlets).
- L. Conway reminded the Library Advisory Board (LAB) members that the Friends of the Library (Friends) organization intends to create a **Volunteer Corps** program to assist with Book Store and Connections Café operations, as well as Tempe Public Library advocacy and Friends' marketing campaigns.
- L. Conway reported that the Friends of the Library organization is seeking additional donor sources for its online and Tempe Public Library site-specific book stores.
- Paul Hubbell, LAB Chair, inquired about the main source for the Friends' book store donations; L. Conway stated that the majority of books (75%) donated to the Friends of the Library organization are from **Changing Hands Book Store** in Tempe.
- L. Conway noted that the Friends of the Library organization continues to receive donations via its donation bins within Tempe; Johnny Tse, LAB Vice Chair, inquired about the locations of the donation bins. Larry Conway stated that Friends of the Library donation bins are located at the following businesses and locations:
 - **Whole Foods** (Rural and Baseline Roads);
 - **The Pyle Adult Recreation Center** (Southern Avenue and Rural Road);
 - **Sunflower Market** (Southern Avenue and McClintock Drive);
 - **Safeway** (Elliot and McClintock Drive).
- L. Conway reported that the Friends of the Library organization is seeking a book donation partnership opportunity with Arizona State University (ASU).
- Kirk Deem suggested that the Friends of the Library organization complete a donation analysis to better gauge the placement of the organization's book donation bins.
- Dawn Thacker suggested that L. Conway contact ASU's academic departments to inquire about text book review donations. Thacker further suggested that L. Conway contact area community colleges for text book donations.

- P. Hubbell thanked L. Conway for his presentation, and further encouraged L. Conway to attend future Library Advisory Board meetings.

Agenda Item 6 - Board Members' Announcements

- Dawn Thacker inquired about Library Advisory Board's (LAB) representation at Tempe City Council meetings.
- Paul Hubbell, LAB Chair, stated that he'd attend the biweekly Tempe City Council meetings.
- Mike Berkley thanked Sherry Warren, Tempe Public Library (Library) Manager, for her guided tour of the Library that she led upon the conclusion of the March 7, 2012, Library Advisory Board meeting.
- M. Berkley inquired about the LAB's summer meeting schedule; P. Hubbell reported that there is no formal summer meeting schedule policy, however, the LAB has cancelled its summer month meetings in previous years. Kirk Deem further explained that the LAB summer meetings have been cancelled in previous years as a result of a lack of voting quorum due to member vacations.
- P. Hubbell suggested that the Library Advisory Board meet in July as a means to meet and welcome Barbara Roberts, Deputy Director - Library and Cultural Services Division, to the Library Advisory Board.
- Kurtis Zinger explained that due to Arizona State University's graduation ceremonies, he'd be unable to attend the May 2, 2012, meeting of the Library Advisory Board. Zinger further announced that as a result of relocating to Colorado for graduate school, he'd no longer be able to serve as a member of the Library Advisory Board effective April 30, 2012.
- Paul Hubbell thanked Kurtis Zinger for his contributions to the Library Advisory Board, and for his service to the Tempe Public Library and to the Tempe community.
- Mike Berkley shared a news article from the **Arizona Republic** specific to the City of Phoenix's budget surplus and how it affects the hours of operation at six (6) City of Phoenix libraries.
- Johnny Tse, Library Advisory Board Vice Chair, inquired about the City of Tempe sales tax statistics. Sherry Warren, Tempe Public Library Manager, stated that the City of Tempe (City) continues to remain optimistic about the City's sales tax figures; however, despite the positive figures, the City's budget will remain static for a few years.

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.

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, May 2, 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