

**City of Glendale
Library Advisory Board Meeting
Main Library, Large Meeting Room
5959 W. Brown St.
Glendale Arizona, 85302**

**Wednesday, March 12, 2014
6:00 p.m.**

MINUTES

I. Call to Order 6:08PM

Board members Wilson, Shelly, Bolognini, Sommer, Fallucca, Rada (arrived at 6:11pm), and Chairperson Aborne were present. Board members Mackay and Teresa Collett were absent.

Guests: Ms. Barbara Cole, Parks and Recreation Commissioner, and Ms. Samantha Johnson, Parks and Recreation Commissioner teen member, were in attendance.

**II. Approval of Minutes – February 12, 2014
Chairperson Aborne called for a motion.**

Board member Bolognini made a motion to approve the minutes as written. Board member Shelly seconded the motion, which was approved unanimously.

III. Business from the Floor

Chairperson Aborne asked for Business from the Floor. There was none.

IV. Main Library Service Desk Restructuring

Ms. Cheryl Kennedy said beginning July 1, 2013, the three libraries have been in the process of reorganizing and restructuring the customer service points in order to continue to provide excellent customer service due to the reduction in staff. She explained the reference and circulation desks were combined into one desk. The second desk is located in the youth area of the library. Ms. Cheryl Kennedy provided a tour for the Board members of the Main Library and explained the changes that have occurred to date.

v. Library Advisory 2014-2015 Action Plan

Ms. Kennedy distributed to the Board members the 2014-2015 Action Plan, which they reviewed each goal and its measures, and provided comments.

Board member Wilson said it is important to understand the council members' and Mayor's perception of the libraries.

Chairperson Aborne reiterated that she welcomes all council members to attend the Library Advisory Board meetings.

Board member Shelly suggested board members invite the council members to the Board members to share their experiences.

Board member Fallucca suggested the Mayor be invited to the meetings in order to familiarize him with the Libraries and all they offer. She said the libraries offer a lot to the community and sometimes that is unknown.

Chairperson Aborne suggested the Board members return to the next meeting with ideas for next month's agenda on how to encourage council members to be active participants.

Board member Shelly shared information from "Library Advocacy Unshushed" online class. She said she discovered the biggest supporters aren't necessary the users. They are those who understand how libraries help the community.

Board member Fallucca asked if there is an opportunity to provide the Council with a presentation, where it would be appropriate to provide overall information to enlighten them on the libraries and all its functions.

Ms. Kennedy suggested during National Library Week testimonials be gathered from those who want to share how the libraries have helped them. She said National Library Week is April 13 – April 19, 2014.

Chairperson Aborne stated that she hopes when the Mayor presents the proclamation at the Council meeting this year, all the Board members could be present and stand by the dais with the Mayor for the presentation.

Chairperson Aborne suggested a calendar be created of topics for the Library Board.

Board member Wilson was under the impression the calendar would consist of community events, which Board members could attend if they are interested as a Library Advisory Board member. Board member Wilson said she would be happy to begin the calendar and asked the Board to provide any events to her, which may be of interest to members.

Board member Wilson asked when the library budget would be presented to the Board. Ms. Kennedy said she would provide a presentation to the Board when they wish.

Board member Rada said a subcommittee could be formed to show high school students what the library offers. She said she has tried to share with fellow students what the libraries have that could be helpful to students.

Ms. Kennedy said there might need to be a measurement to create the tool kit. She said the advocacy tool kit would be useful for any Board member who would possibly be speaking with someone interested in the libraries or potential supporters.

Chairperson Aborne confirmed that each Board member would return to the next meeting with topics for discussion. The Board agreed.

VI. Gift for Glendale Update

Ms. Cheryl Kennedy provided information regarding “Gifting for Glendale Tomorrow”; the new non-profit 5013C has been established through the Parks, Recreation and Library Services Department which will provide community services, programs and activities to the citizens of Glendale, which are not currently funded through the city’s general fund with monies generated through fundraising, donations and gifts.

She said staff received notification in January of the establishment of the 501C3. She presented a PowerPoint regarding the Mission Statement and the Purpose Statement. She said so far bylaws have been created; all forms have been submitted to the Arizona Corporate Commission, forms were submitted to the Internal Revenue Service, received an employee identification number, and added the current fund balance is at \$1,400.

Ms. Kennedy reviewed the “To Do List” stating that board members and volunteers need to be recruited. She said goals and an action plan would need to be developed. Also, a marketing plan will need to be developed. In addition, the committee will need to research grant opportunities; they will need to determine potential sponsors and partners, host educational training for staff, board members, and volunteers; and establish a bank account for donations and funds raised.

VII. Library Director Update

Digital Library Cards - Ms. Cheryl Kennedy said optical scanners were going to be installed on self-checks at each of the libraries to allow patrons to check out items using their digital library card on their smart phones. Patrons will still be issued a traditional library card and patrons can create a digital library barcode of their library card. This new feature has been asked for by library patrons as they use their smart phones more and more for everyday uses.

Axis 360 Update – Ms. Kennedy said staff hopes to begin purchasing additional adult best seller titles through Baker and Taylor’s Axis 360 platform once the contract is approved by the City Attorney’s Office.

Staffing – Ms. Kennedy said with salary savings from a vacant position they are able to hire two temporary public service assistants and hopefully in a week for two should have them on board. She said the library assistant who updates the libraries’ website is now filling in for the city’s Webmaster, who recently left the city. Luckily, the library was able to hire a retired librarian for 19 hours a week to help cover this position.

National Library Week – Ms. Kennedy asked for the Board’s suggestions for Library Week. Board member Sommer said she could gather testimonials for ½ a day and she hoped another Board member could do the same the remainder of the day.

Chairperson Aborne asked Ms. Kennedy if she would email the Board and get feedback as to when they could gather testimonials at the libraries.

IX. Library Advisory Board Comments and Suggestions

Chairperson Aborne asked for Board Comments.

Board member Wilson said the letter of gratitude for the Westgate Gallery has been completed. She asked each Board member for their signature on the letter.

Chairperson Aborne read the letter aloud and each member signed the letter.

Ms. Kennedy announced that Mr. Jeff Teetsel has extended the use of the Gallery for another year. The Board was grateful.

Board member Rada announced that she has been accepted to Northern Arizona University.

X. Adjournment Board member Sommer made a motion to adjourn the meeting. Board member Wilson seconded the motion, which was approved unanimously.

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, April 9, 2014** at **6 PM**.