

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

**Wednesday, May 14, 2014
6:00 p.m.**

MINUTES

I. Call to Order – Approximately 6:03PM

Board members Fallucca, Shelly, Bolognini, Collett, Sommer, Wilson, MacKay, Rada, and Chairperson Aborne were present.

Councilmember Chavira, Yucca District, Erik Strunk, Executive Director, Cheryl Kennedy, Chief Librarian, Karen Reed, Merideth Jenson-Benjamin, Greg Kinder, Tami Miller, and Kristin Fletcher-Spear were present from the City of Glendale.

- II. Presentation of Appreciation Letters for Service** – Chairperson Aborne introduced Councilmember Chavira from the Yucca District and he presented letters of appreciation to each board member. Each member received their appreciation letter and posed for a picture with the Councilmember. In addition, Board member Fallucca was presented her Loyalty Oath for her next two-year term.

- III. Approval of Minutes – April 9, 2014** – Chairperson Aborne asked for revisions or corrections of the April 9, 2014 Board meeting minutes.

Chairperson Aborne asked that staff in attendance be included in the meeting minutes. Also, under #7, the last paragraph, she asked that “and Ms. Andrews” be added to the sentence. Last, Chairperson Aborne asked that the following month’s meeting date, time and location be added to the last page of each set of minutes.

Board member Sommer made a motion to approve the April 9, 2014 minutes as revised. Board member Wilson seconded the motion, which passed unanimously.

- IV. Business from the Floor** – Chairperson Aborne called for Business from the Floor. There was none.

- v. **2014 Summer Reading Program** – Ms. Cheryl Kennedy introduced Ms. Merideth Jenson-Benjamin, who presented information to the Board regarding the Summer Reading Program. Ms. Benjamin said she oversees the youth and adult reference. She said the city has partnered with Maricopa County this year. With this partnership, the libraries moved to an online registration. She said patrons did not receive the online registration well. Some wished not to participate because of this.

She continued by describing this year's changes. One of the changes is the prizes offered this year are 'digital badges'. Staff knew the participants would not be happy with this change. Ms. Benjamin stated staff brainstormed and they believe they can provide each participant who completes the program with some type of prize. Also, Chipotle restaurant has agreed to donate a free kid's meal for every child who reaches the first prize level. She continued by explaining each participant level and its prizes.

Ms. Benjamin said many different programs would be offered throughout the summer courtesy of the S.T.E.M. grant received. They are focusing on early elementary. She described some of the projects available to the youths and the teens.

Ms. Benjamin concluded with information regarding programs available to adults.

She distributed a copy of the flyers listing each of the programs she discussed to the Board.

Board member Shelly asked if staff plans to publish the results of the Summer Reading Program. Ms. Benjamin said they did not, however, that is a good suggestion and she will consult with her colleagues.

Board member Wilson asked how the library was funding the books, which would be given as prizes. Ms. Benjamin said they would be gently used or donated books or maybe books which were purchased in the past.

Board member Bolognini asked if a RSVP is required to participate in the small group activities. Ms. Benjamin said yes, registration is required. She added they accept online registration as well as phone in registration.

The Board thanked Ms. Benjamin for the information.

- vi. **Update on Western Area Library** – Mr. Erik Strunk, Executive Director, provided background information regarding the proposed Western Area Library. He said the area is 83rd Avenue and Bethany Home Road and is an 82-acre park site named Heroes Regional Park. Initially, a library was proposed for the area; however, due to the downturn in the economy the city is no longer able to fund a new library. Mr. Strunk said the earliest potential date for construction of a library would be 2018.

He continued by explaining there are no funds in the General Fund for the library. He said there is no bonding capacity at this time. Mr. Strunk said there is approximately \$1.6 million dollars, which could be used for a library or some type of library services in the western area.

Ms. Cheryl Kennedy, Chief Librarian, continued by stating staff is looking for ideas or suggestions as to how to provide library services to the citizens in the Western area until the library is constructed.

She indicated there was a small building located at the skate park area, which sold skateboarding and bike related items; however, she said it was unsuccessful. She indicated this shop could be a potential express branch library. It would be staffed for 24-36 hours a week and staffed by volunteers. This would hold teen and adults materials and would also have Internet access and possibly provide approximately six laptops for patron use.

She discussed the opportunity of an automated dispensing machine, which is approximately \$250,000. She said the machine would be housed inside the building with a window cut out in the building, which would allow patrons to access the materials they checked out.

Chairperson Aborne asked if the building were used as an express branch, would the opportunity of a brand new library at this location be lost. Ms. Kennedy said she was unsure but another possibility would be to add to this existing building.

Board member Wilson asked if security would be needed for the machine. Ms. Kennedy said there are park rangers who patrol the

area, but they are not there permanently as they have many other parks to monitor.

Ms. Benjamin added the dispensing machines are not equipped to handle the extreme heat in the valley; therefore, the machine must be housed inside an air-conditioned building.

In response to a question from Board member Wilson, Ms. Kennedy said approximately 44,000 persons are not served in this area.

Chairperson Aborne asked if the machine is user friendly. Ms. Kennedy said yes, however, there are a lot of mechanics inside the machine in order for the materials to dispense. Ms. Kennedy added a service contract would be needed, which is approximately \$20,000 to \$30,000.

Board member Fallucca questioned the number of those in the underserved areas who use library services online or in other jurisdictions. She asked if there is a way to reach out to them for their comments or ideas as to how to reach those in need of library services. She would like to advise them of the opportunities the library has to offer. Ms. Kennedy said staff might be able to check into this and provide feedback.

- VII. **Snapshot Day Statistics** – Chairperson Aborne introduced this item. Ms. Cheryl Kennedy provided a presentation for the Board members with statistics gathered on Snapshot Day, April 15, 2014. She reviewed information such as the number of visitors, the number of questions addressed to the reference desk; computer usage, and the number of items checked in and checked out. She said there were 60 new library cards issued on this day with 9 programs hosted and attended by 251 people.

Board member Wilson asked if this was a typical day. Ms. Kennedy said staff felt it was a very quiet day possibly because it was the income tax deadline.

- VIII. **Topics of Interest and Information for FY 2014-2015** – Ms. Cheryl Kennedy introduced this item. She suggested the Board Members discuss topics of interest and information that they would like to have presentations from library staff for the upcoming fiscal year 2014-2015.

Chairperson Aborne thanked Paula for the activity calendar she created and said there are wonderful activities taking place. She also suggested the Board members review minutes from other boards and commissions, as they are very informative. She said there were many activities taking place during National Library Week and she hoped to be able to include these and more items on the activity calendar in the future.

IX. **Library Director Update** – Ms. Cheryl Kennedy provided an update on the following items:

- Polaris Update – Ms. Kennedy said Innovated Interfaces has purchased Polaris but luckily they said they would support the library system of both Innovated Interfaces and Polaris.
- Creative Space Update – She said Ms. Christy Puetz would be holding two classes in the month of June. The first class is creating memory boxes and creating wishing wands and beaded bracelets. Also, class two those interested will learn and create mixed media art, tree of life postcards and symbolic beaded bracelets. She also announced upcoming activities for the month of July and August, with not all dates being confirmed at this point. Ms. Kennedy said 140 people have attended classes and/or labs indicated these have been very well received.
- LSTA Grant Update – Ms. Kennedy said two grants have been received for a total of \$46,000. She said youth books would be one of the purchases with these funds.
- Gallery Glendale Update – Ms. Kennedy said use of the Glendale Gallery space has been approved for one more year.
- Electronic Databases Update – Ms. Kennedy said Maricopa and Pinal counties as well as the state has compiled monies and purchased data bases for the city. Staff will have to update all their current databases, but fortunately this is at no cost to the city.
- Other – Ms. Kennedy announced her retirement as of July 4, 2014. She thanked the Board for their dedication.

X. **Library Advisory Board Comments and Suggestions** – Chairperson Aborne asked for Board comments. Each board member wished Ms. Kennedy well and thanked her as well as staff for their support.

Chairperson Aborne reminded the Board members to register for Advanced Training for Boards and Commissions offered by the City.

xI. Adjournment – The meeting adjourned at 7:48pm.

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