

**City of Glendale
Library Advisory Board Meeting Minutes
Velma Teague Library
7010 North 58th Avenue
Glendale Arizona 85301**

**Wednesday, June 10, 2015
6:00 p.m.**

I. Call to Order – Approximately 6:00PM

Chairperson Wilson called the meeting to order at approximately 6:00pm. Board members Shelly, Fallucca, Aborne, Collett, and Chairperson Wilson were present. Board member Koory was absent and Vice Chairperson Sommer was absent and excused.

Michael Beck, Chief Librarian, and Tammy Miller, Administrative Librarian were present from the City of Glendale.

II. Approval of Minutes – March 11, 2015 – Chairperson Wilson asked if there were any revisions or corrections to the minutes of March 11, 2015.

Chairperson Wilson, Board member Aborne, and Board member Fallucca had changes.

Board member Aborne noted the summary minutes have not been posted on the website for the March 11, 2015 meeting.

After some discussion, there was a motion made by Board member Shelly to accept the minutes as amended. Board member Aborne seconded the motion, which was approved unanimously.

Approval of Minutes – May 13, 2015 - Chairperson Wilson called for a motion for the minutes of May 13, 2015.

Board member Shelly asked that the title of the April 8, 2015 minutes be in bold to clarify any confusion as to which minutes were being discussed.

Chairperson Wilson asked to add to the Comments and Suggestions from the Library Advisory Board to commend staff on the recent upgrades at the Velma Teague Library and also to commend staff on the recently awarded LSTA grants.

Board member Fallucca made a motion to approve the May 13, 2015, minutes as amended. Board member Shelly seconded the motion, which passed unanimously.

- III. **Business From The Floor** – Chairperson Wilson called for any business from the floor. There was none.
- IV. **Loyalty Oaths of Office** – Chairperson Wilson called for this item. Mr. Beck asked Board member Aborne to take the Loyalty Oath of Office. Board member Koory was not present.
- V. **Expansion of Velma Teague Branch Operating Hours** – Chairperson Wilson called for this item. Mr. Beck announced the Velma Teague Library would be increasing and extending its hours for the summer months. He said effective July 1 the hours for the Velma Teague Library will be increased and shifted so they are more accommodating to its patrons. Mr. Beck reviewed the hours of operation. He added staff is looking into increasing the hours at the other two city libraries as well.
- VI. **Review of Library Electronic Resources** – Chairperson Wilson introduced Ms. Tammy Miller. Ms. Miller is the IT support for the libraries. Staff provided information regarding this item describing the additional electronic resources that would be available to patrons. She explained how the library goes out to bid for electronics and media vendors.

Chairperson Wilson asked if the city could partner with Maricopa County in some of the agreements. Ms. Miller said this is one option to piggyback on another contract; however, this would need to be done annually. To go through the process annually is very lengthy. This route will take care of the process in the easiest way possible.

Chairperson Wilson asked what would take place with what has already been purchased, mainly the Gayle purchases. Ms. Miller said some have been purchases with others hoping to be purchased in the future.

The Board thanked Ms. Miller for the information she provided.

- VII. **Two LSTA Grants Awards** – Chairperson Wilson asked for this item. Mr. Beck provided information to the Board members regarding the grants recently awarded to the City of Glendale libraries. He spoke

about the “Tell Your Story at Your Library” project which will build upon a love of storytelling and customers will enjoy opportunities for lifelong learning. The LSTA Grant award is in the amount of \$22,450.

In response to a question from Board member Aborne, Mr. Beck said staff markets programs through social media, the website, and any other means where allowed. He said there are staff members who have connections to local schools.

Mr. Beck said the grant allows some of the funds to be used for marketing purposes. But obviously, they wish to use the bulk of the grant for its public programming purpose.

He said the second LSTA Grant, awarded in the amount of \$41,789, is the “Go Mobile at Your Library” project. Mr. Beck said members of the community of all ages will have the opportunity to explore technology hands-on. He said they will learn the use of applications to enhance personal growth and explore the many possibilities that technology offers.

He added 51 tablets will be available for this program.

With no further comments, Chairperson Wilson called for a motion.

Board member Fallucca made a motion to accept the two LSTA Grants Awards. Board member Collett seconded the motion, which passed unanimously.

VIII. **Vote to Vacate July 2015 Advisory Board Meeting** – Chairperson Wilson called for a motion.

Board member Aborne made a motion to vacate the July 2015 meeting. Board member Shelly seconded the motion, which passed unanimously.

IX. **Chief Librarian Update** – Chairperson Wilson called for the Chief Librarian Update. Mr. Beck presented and updated members on current library activities, operations and projects.

- Facility Renovations – renovations continue at Velma Teague. They are in the process of getting new furniture for public seating, furniture for the computers, and service desks. July 1 is the tentative date for having a Grand Re-opening celebration

from 6pm to 7pm. Mr. Beck added the Main Library, as well as the Foothills Library, are both having their parking lots repaired, repaved, and restriped.

- Automated Library Book Dispenser – Mr. Beck said the dispenser was included in the budget under the Capital Improvement Program. He said the amount received would cover the costs for facility improvements, the collection inside the dispenser, as well as the cost of the dispenser. He added in his research he found and spoke with libraries that were purchasing dispensers. As technology improves, the fewer issues occur with the dispensers.
- Upcoming Programs – Mr. Beck said aside from Summer Reading, some of the upcoming programs being offered are a cooking program taking place at Foothills on June 24 and a quilting class being offered on June 20 at the Velma Teague.
- Other – Mr. Beck said the libraries will be receiving Envisionware, which is the new PC management software needed.

x. **Library Advisory Board Comments and Suggestions**

Board members were given the opportunity to share comments and concerns. Board member Collett distributed information showing the ten most unusual libraries.

Board member Fallucca thanked Mr. Beck and Ms. Reed for the great job they have done.

Board member Aborne thanked Board member Fallucca for all the research on the March 11, 2015 minutes. She suggested the Board be alerted when staff presents information to the City Council regarding the proposed dispenser. Board member Aborne also suggested the Board see any presentations prior to staff presenting to the Council so that they could provide feedback or a final review. Also, she would like to have the Yucca District host a community meeting regarding only the library if possible. Board member Aborne suggested that staff provide information to the Board prior to presenting to City Council for final approval. She said she is looking to promote Wee Readers at Westgate. Last, she thanked the grant writers for their great work.

Board member Aborne suggested the cost of the community meeting be funded from the Council member's budget. She has already been in contact with Council member Chavira regarding this proposal.

Board member Shelly echoed Board member Fallucca's and Board member Aborne's comments.

Chairperson Wilson thanked the Board for their volunteerism. She said on Glendale 11 there was a series displaying and providing information

regarding the three libraries. She said that was a great public service by bringing the cameras into the library to show what services they can provide.

- xI. **Adjournment** – With no further business, Chairperson Wilson called for a motion.

Board member Shelly made a motion to adjourn the meeting. Board member Fallucca seconded the motion, which passed unanimously.

The meeting was adjourned at 7:27pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library on Wednesday, August 12, 2015, at 6 PM.**