

**City of Glendale
Library Advisory Board Meeting Minutes
Glendale Public Library, Large Meeting Room
5959 West Brown Street
Glendale Arizona, 85302**

**Wednesday, December 10, 2014
6:00 p.m.**

I. Call to Order – Approximately 6:03PM

Chairperson Aborne called the meeting to order.

Board members Shelly, Collett, Fallucca, Sommer, Vice Chairperson Wilson, and Chairperson Aborne were present. Board member Bolognini was absent and excused.

Karen Reed, Acting Chief Librarian, and Kristin Fletcher-Spear, Administrative Librarian, were present from the City of Glendale.

II. Approval of Minutes – November 12, 2014 – Chairperson Aborne asked if there were any revisions or corrections to the minutes of November 12, 2014. There were none.

Chairperson Aborne called for a motion.

Board member Sommer made a motion to approve the November 12, 2014, minutes. Board member Shelly seconded the motion, which passed unanimously.

III. Business from the Floor – Chairperson Aborne called for any Business from the Floor. There was none.

IV. Collection Development: An Overview – Chairperson Aborne called for this item.

Ms. Karen Reed, Acting Chief Librarian, introduced the item and Ms. Kristin Fletcher-Spear.

Administrative Librarian, Kristin Fletcher-Spear, presented the process of collection development, describing the philosophy and procedure for selecting materials for inclusion in the library holdings.

She explained the library orders its books based upon popularity. She distributed a form to the Board members which was available at all services desks at each library. This form allows patrons to make suggestions as to which items they would like to see at the libraries. She reviewed the form.

She explained the librarians review the “holds ratio”. Items which tend to have a lot of holds are ordered in larger quantities; they may be purchased by the library or leased by the library.

Ms. Fletcher-Spear added that more hold requests are placed by adults rather than children. Their belief is children are unable to immediately get to the library once their book is available. For example, they must rely on their parents to drive them to the library to pick up their book. Patrons are fined \$1 for holds placed on items which are not picked up.

She added this year’s budget is approximately \$860,000. She explained this includes general fund; grants; County Library Assistance Program funds; and Development Impact Fee funds. She explained the break down of where the monies were received and how the monies were to be used for purchases.

She continued by stating the librarians receive lots of publications advertising various media. The librarians study and predict which items will be most popular. Purchases are based from this information as well.

Vice Chairperson Wilson asked if \$860,000 was a modest budget. Ms. Fletcher-Spear said yes, the challenges the librarians may have this year is how to determine the purchase of e-books.

Ms. Fletcher-Spear distributed a handout indicating the number of items circulated.

She reviewed the Statement of Concern form. This form allows patrons to alert the librarians to items that patrons feel should be reviewed.

Vice Chairperson Wilson asked if the library has ever considered making items available at other locations away from the libraries. Ms. Fletcher-Spear said she could not recall anything recently and she said managing the program might be of concern. She also said with the reduction in employees it might be difficult to do something like this.

The Board thanked Ms. Fletcher-Spear for her presentation.

v. Collection Demonstration

Chairperson Aborne called for the Collection Demonstration item.

Ms. Reed presented items “beyond the book”, demonstrating unusual items from the library collection available for patron use. She displayed items such as color prints, wands which provides an audio self guided tour for the xeriscape garden at the Main library, an engraver used to identify any personal belongings you may own of high value in the event they were stolen, and early literacy brain boxes; explaining the contents inside the boxes for various age levels.

Ms. Reed said these are some of the items available for checkout at the library which patrons may not know is available.

vi. Acting Chief Librarian Update – Chairperson Aborne called for this item.

Acting Chief Librarian, Ms. Reed, stated a permanent Chief Librarian has been hired. Mr. Michael Beck begins with the City of Glendale on Monday, December 15, 2014. Mr. Beck comes from Scottsdale Public Library.

She reviewed a few of the upcoming activities such as “You Can’t Catch Me, I’m the Gingerbread Man!” In January, some creative space classes are being held which are geared towards young adults.

Also, the carpet in the main library is going to be replaced. Council approved a transfer from the contingency fund. There are 19 projects which will be reviewed for priority, but all are aware of the trip hazard of the main library carpet. The cost is approximately \$100,000 for the carpet. The library will also be contributing to the cost.

vii. Library Advisory Board Comments and Suggestions – Chairperson Aborne asked for comments. Board members shared comments.

Board member Shelley stated when she receives notice that an item is due for renewal, she said there is no easy indication once you follow

the link where to renew. She suggested something more user friendly to assist a patron to renew an item easily.

Ms. Reed said she would research this to see if there is something to make it user friendly and easily for the patron to be directed to the renewal page.

Board member Shelley asked if there is a book program for the local jail. Ms. Reed was unsure.

Vice Chairperson Wilson commented that she appreciates the non-fiction titles. Sometimes there is no budget for business training for small business owners. Books provided by the library allow for some type of training.

Chairperson Aborne stated that Vice Chairperson Wilson was sworn in as vice chairperson and was on KGLN 11.

She asked the Board members who had a new council member voted into their district. She suggested a letter of welcome might be appropriate if they so choose.

Chairperson Aborne stated a letter was drafted in November regarding Friends of the Library week. Now that a month has passed, she asked how the Board would like to date the letter.

They agreed to date the letter December. Each board member signed the letter.

Ms. Reed said she spoke with the Council Office and a new teen member may be able to begin in January 2015. She confirmed the teen member must be of high school age.

VIII. Adjournment – Chairperson Aborne called for a motion. Board member Shelly made a motion to adjourn the meeting. Vice Chairperson Wilson seconded the motion, which passed unanimously. With no further business, the meeting adjourned at 7:21pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library on Wednesday, January 14, 2015 at 6 PM.**