

**City of Glendale
Library Advisory Board Meeting
Main Library Boardroom
5959 West Brown Street
Glendale, Arizona 85301**

**Wednesday, December 12, 2012
6:00pm**

Members Present:

Ms. Char Sharp, Chairperson
Ms. Holly Fallucca (via telephone)
Ms. Susan Shelly
Ms. Karen Aborne, Vice Chairperson
Ms. Susan Sommer
Mr. Chase MacKay

Others Present:

Ms. Cheryl Kennedy, Chief Librarian
Ms. Diana Figueroa, Recording Secretary

Members Absent:

Mr. John Fernandez (ill)
Ms. Bernadette Bolognini

CALL TO ORDER

Ms. Char Sharp, Library Advisory Board Chairman, called the meeting to order at approximately 6:06 pm.

INTRODUCTION AND SWEARING IN NEW MEMBER – CHASE MACKAY

Chairperson Sharp welcomed and introduced Mr. Chase MacKay.

Board member MacKay introduced himself and stated he is a sophomore at Brophy Preparatory High School. He stated he plays football and lacrosse and he is thankful for this opportunity to serve on the Board.

The Board members and Ms. Kennedy introduced themselves and provided some background information.

APPROVAL OF THE MINUTES – November 14, 2012

Chairperson Sharp called for a motion regarding the Minutes of November 14, 2012.

Board member Shelly made a motion to approve the minutes as written from the meeting of November 14, 2012. Board member Sommer seconded the motion, which passed unanimously.

BUSINESS FROM THE FLOOR

Chairperson Sharp called for Business From The Floor. There was none.

LIBRARY ADVISORY BOARD 2013 GOALS

Chairperson Sharp reviewed the goals with the Board.

She began with 1. a. which recommends each member visit at least two libraries or libraries' websites. Ms. Shelly said this is a great goal and she recommended it remains a continuous goal.

Board member Aborne suggested that information should be contained and organized in binders so that research isn't duplicated. Chairperson Sharp felt this was a great idea.

Ms. Kennedy offered the idea of setting up laptops for research to take place during a Board meeting. Chairperson Sharp and other board members liked this idea.

Regarding 1. b., Board member Aborne said she did research two multi-purpose libraries and distributed information to the Board. The page displayed information regarding the Desert Foothills Library, but also included links to other libraries.

Regarding 1. c., Chairperson Sharp stated this is ongoing. As new opportunities arise please bring them before the Board.

Chairperson Sharp asked for the status of Friends of the Library in order to address 1. d. Ms. Kennedy said they are regrouping and hoping to discuss ideas, which would generate revenue for the library.

The Board discussed various book sales and all that a sale entails. They agreed 1. d. would include websites researched and visited.

Board member Fallucca stated she researched a Marietta, Georgia library site and stated the library operates similar to the Glendale library.

Chairperson Sharp moved on to 2. She said she was unable to meet with Vice Mayor Frate; however, she is looking forward to working with Council member Sherwood who will be in office January 15, 2013. Board members Shelly and Fallucca have updated their council members. Board member Shelly added that she did not ask for a reply or input from her council member, but may do so in the future.

Board member Aborne suggested the Board invite the new council member for the Yucca district to an upcoming Board meeting.

Chairperson Sharp continued with 3. a. which encourages members to participate in library events. Moving on to 3. b., she said all Board members should try to attend their respective council member's district meetings. They agreed to keep this goal.

Chairperson Sharp asked for Board comments regarding 4. Board member Shelly said this is a great goal and asked for guidance from the Board. Board member Fallucca said she has not seen any advertisements or messages on KGLN. She suggested possibly a council member mention the library and how it has activities geared for everyone especially the children.

Chairperson Sharp continued with 5. After a brief discussion, they agreed to delete 5 at this time. She said if needed, it could be added back to the Board Goals in the future.

Regarding 6., Chairperson Sharp said this suggests a quality of life report be submitted to the Council semi annually. Ms. Kennedy said the council members receive some statistical information regarding circulation, door counts, and etc. on a monthly basis. She felt this might be appropriate to cover this goal. She suggested this report to be submitted annually rather than twice a year.

Chairperson Sharp said these would be used as a foundation for the 2013 Goals.

TOPICS OF INTEREST

Chairperson Sharp and Ms. Kennedy requested input from the Board of any topics of interest for next year's meetings.

Board member Fallucca was interested in e-book classes. These may be beneficial in teaching interested parties on how to use e-books.

Board member Aborne would like to keep information on the authors. She suggested a binder with information about who has visited the library.

Chairperson Sharp suggested an update on the children's programs might be helpful also.

LIBRARY DIRECTOR UPDATE

Ms. Cheryl Kennedy provided updates to the Board. She gave information regarding the city's financial issues regarding the libraries. She explained how the libraries were able to reduce costs by approximately \$800,000, which possibly prevented the libraries from being privatized.

Ms. Kennedy stated the libraries are now live on Polaris. She said although there have been some minor glitches; overall the system is working well.

Ms. Kennedy said they are developing a calendar of activities for the Westgate property opportunity, near the Yardhouse Restaurant. She said all utility costs are being covered. Ms. Kennedy said it will open as a gallery, but they intend to provide job searching labs and story times. She noted other ideas, which are still under consideration. She was hopeful that volunteer staff would operate the facility.

Ms. Kennedy distributed a draft letter regarding the Employee of the Quarter program for the Board's review. The Board provided a couple changes.

Ms. Kennedy stated she had spoken with the Marketing Dept., regarding notice of the Library Advisory Board meetings in the Glendale Star. She was informed if the Board wished to place an ad in The Glendale Star that there would be a fee to ensure that the notice ran in the paper. However, if they have space for a brief ad, approximately two sentences, they might be able to include it at no charge. The Board said they would appreciate the free advertisement if available.

LIBRARY ADVISORY BOARD COMMENTS AND SUGGESTIONS

Members offered suggestions for the Board's consideration.

Board member Aborne said Council member Clark had donated six Nooks to the Velma Teague Library. She said the library was able to begin the Nook program based on her donation. She would like to send a letter of appreciation to Council member Clark. She stated she would draft the letter and send to each Board member for their review and input.

Ms. Kennedy said Council member Knaack and Vice Mayor Frate reallocated some of their Council funds to the library. She said she would gather and provide more details and report back to the Board.

Board member Aborne will be drafting letters of thanks to Council member Knaack and Vice Mayor Frate.

Ms. Kennedy wished to thank each and every Board member for their dedication to the libraries this year.

ADJOURNMENT

Board member Aborne made a motion to adjourn the meeting. Board member Shelly seconded the motion, which passed unanimously. The meeting adjourned at 7:16 pm.

The next meeting will be held at the Foothills Branch Library on Wednesday, January 9, 2013 at 6:00 pm.