

**City of Glendale
Library Advisory Board Retreat Minutes
Sahuaro Ranch Historic Area Park – Fruit Packing Shed
9802 North 59th Avenue
Glendale, Arizona 85302**

**Saturday, August 8, 2015
8:30am**

I. Call to Order – Approximately 8:30am

Chairperson Wilson called the meeting to order at approximately 8:30am.

- II.** Roll Call - Board members Shelly, Koory, Collett. Aborne (arrived at 8:32am), Vice Chairperson Sommer (arrived at 8:49am), and Chairperson Wilson were in attendance. Board member Fallucca was absent.

Erik Strunk, Community Services Director, Michael Beck, Chief Librarian and Karen Reed, Library Manager, were present from the City of Glendale.

Guest: Nikki Gibala

- III. Loyalty Oath of Office** – Chairperson Wilson called for this agenda item. Mr. Beck introduced newly appointed Library Advisory Board Member Koory who took the Loyalty Oath of Office and the Board and Commission Oath. The Board members welcomed her.

- IV. Introduction and Ice Breaker** – Chairperson Wilson called for this agenda item. Mr. Beck suggested the retreat to begin with board members introducing themselves and stating their favorite library related memory. The Board members as well as staff participated.

- V. Role and Mission of the Library Advisory Board** – Chairperson Wilson called for staff's presentation regarding this item.

Mr. Beck began the presentation with the Mission basics. He included a statement noting the Board shall have nine members with two being teen members. Each shall be a resident of Glendale and are appointed by the City Council.

Board member Koory noted that Board member Aborne was serving a third term. Board member Aborne expressed she was contacted by Council member Chavira's office asking if she would serve a third term.

Vice Chairperson Sommer asked if a board member could participate in a meeting via telephone. Mr. Strunk said yes, however, it is always preferred the board member participate in person.

Mr. Beck continued by reviewing the Board members' duties adding they serve in an advisory capacity to the City Council by providing information to the elected officials as needed. He reviewed the staff liaison's responsibilities to the Board stating the liaison would provide timely information to the Board and support to the Board.

No action was taken as this item was for information and discussion only.

- VI. **Possible Western Branch Library Service Concepts** – Chairperson Wilson called for this item. Mr. Beck introduced this item and he and Mr. Strunk presented a PowerPoint providing information and displaying which areas of the city were serviced by the existing libraries. It is clear the western area is in need of library service. Mr. Strunk continued by providing information regarding the potential locations and ideas for library service in the western area.

Mr. Strunk explained the financial component. He said when the economy took a downturn in 2007-2008 the library as well as other city projects were placed on hold. Mr. Strunk provided detailed information as to what occurred with library funding. He reviewed how and when the purchase of the property at 83rd Avenue and Maryland Avenue took place.

Mr. Beck stated staff is envisioning a 7,500 square foot library which is about half of the size of Velma Teague. This facility would have computers and laptops similar to the other three libraries in the city. He noted there would be materials in the Spanish language as well. Board member Koory felt this was needed; however, she believed second and third generation children will not need Spanish language materials as they will be using English language materials.

Chairperson Wilson asked if the multipurpose room is included in the 7,500 square feet. Mr. Beck said yes, that is included in the square footage estimate.

Mr. Strunk, through a PowerPoint presentation, reviewed the possibility of the library being located at the media center, which is a city owned building located north of the Stadium. He explained the opportunities as well as the challenges having a library facility located in this building on the third floor.

Mr. Beck explained what is included on each floor of the building. He then explained where the books, videos, computers, and circulation desk would potentially be located with staff offices located on the 2nd floor of the building. He added there is only an elevator at this time to access the 3rd floor. He said this location offers the potential use of KGLN's 'green screen'.

Vice Chairperson Sommer expressed what a great opportunity it would be for those interested in using the green screen. She suggested the Board take a field trip out to the media center when time permits.

Ms. Nikki Gibala agreed it would be a great opportunity for students to allow them and provide them the chance of creating their own productions using the green screen.

Mr. Beck continued by displaying pictures of the great views of the city from the windows on the 3rd floor.

Vice Chairperson Sommer stated how she initially didn't believe a library could be functional on the 3rd floor of a building. However, she realized other cities' libraries are located in high-rise buildings not just single story buildings.

Mr. Strunk added library staff could utilize space on the 2nd floor of the media center so as not to occupy any additional space on the 3rd floor.

Board member Shelly was concerned with the lack of ability to expand in the event the library could not accommodate the patrons.

Chairperson Wilson said accessibility to the library, especially for those children riding their bicycles, is a high priority to her.

Mr. Strunk added there would be parking restrictions occasionally throughout the year (approximately 70 blackout dates) based upon the events occurring in the area. This might make it challenging to operate the library during 'normal hours'.

Board member Aborne asked if this was considered Westgate and if it had to operate under the rules of Westgate. Mr. Strunk said no.

Mr. Beck proceeded with information showing a modular building, which can be constructed on site at Heroes Park. Some infrastructure is already constructed in the Heroes Park area where the library was initially planned. He displayed a map indicating where the modular building could be placed and showed the parking area as well as the entrance / exit to the proposed library. He added all the options shown would be approximately half of the size of the Velma Teague Library.

Mr. Strunk acknowledged the Board members wish to have a permanent facility as soon as possible.

Board member Collett asked if there would be security on site. Mr. Beck said the cost of a security guard would be factored into the proposal.

Next, Mr. Beck said the library could be located in a strip mall. He displayed various libraries currently existing in strip mall locations. The City would have to purchase the building. Also, the parking lot would be shared with stores in the area.

The last potential option would be the automated library dispenser. This option was previously shown to the Board. Mr. Beck reviewed the functions of the dispenser.

After some discussion, the Board agreed on a concept. The Board agreed a facility, or modular buildings, located at Heroes Park in the area previously reserved for the Western Area Library would be their preference.

The Board reached this consensus based upon several major factors such as, a modular facility would bring flexibility of design, provide ability for future expansion, green-screen technology could also be provided; the location is within an existing park and near major neighborhoods; potential library services to be offered incorporated customer feedback gleaned from the Foothills Hi-tech library concept; location further enhances West Glendale quality of life and honors the original Western Branch Library location. This concept has the least amount of operational barriers.

- VII. **2015 Annual Library Customer Survey Findings** – Chairperson Wilson called for staff’s presentation. Mr. Beck reviewed the findings received from the 2015 surveys distributed at the libraries. He said there were 135 responses received. Patrons indicated they were very satisfied with the library staff. Also, they enjoyed the cleanliness and comfort of the facility. Patrons indicated they were very satisfied with the physical book and DVD collections available. Mr. Beck said those who responded suggested they would like more operating hours and more new and popular books and DVD titles. They also indicated the computers needed improvement.

Mr. Beck reviewed for the Board a chart showing the decrease in physical circulation and the extreme increase in electronic circulation.

He also showed charts comparing physical circulation, library visits, programming, and computer sessions among the three library branches.

Mr. Beck noted some recent improvements that have taken place such as an increase in operating hours at the Velma Teague Library as well as a major renovation at that library.

Mr. Beck noted a few improvements for the near future are increasing the bandwidth at the libraries, providing some new computers for the patrons, and Envisionware PC Management, as well as incorporating two LSTA Grant programs.

The Board thanked Mr. Beck for this information which was for discussion only.

- VIII. **Library Advisory Board 2015-2016 Action Plan** – In consideration of the Board members’ and staff’s time, Chairperson Wilson called for a motion to move this item to a future meeting.

Board member Aborne motioned to move this item to the next Board meeting. Vice Chairperson Sommer seconded the motion, which was approved with a vote of 6 to 0.

- IX. **Vote to Vacate August 12, 2015 Advisory Board Meeting –**
Chairperson Wilson asked for a motion to vacate the August 12, 2015 Board meeting.

Board member Aborne made a motion to vacate the August 12, 2015 meeting. Board member Collett seconded the motion, which was approved with a vote of 6 to 0.

- X. **Board Comments and Suggestions –**
Chairperson Wilson called for Board Comments and Suggestions.

The Board members welcomed new Board member Koory. Board member Koory stated she was happy to be part of the Board.

Vice Chairperson Sommer thanked staff for the presentations and information provided at the retreat.

Board member Aborne asked if there were potential teen members participating on the Board. Mr. Beck stated that Ms. Nikki Gibala may be a potential board member in the near future. Board member Aborne stated she would like to recruit for any openings.

Board member Aborne stated Board member Koory asked for clarification regarding the Board secretary. Board member Aborne said the ordinance states the Board should vote on the secretary position.

- XI. **Adjournment** – With no further business, Chairperson Wilson adjourned at the meeting at 12:10pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, September 9, 2015, at 6 PM.**