

**GLENDALE PUBLIC LIBRARY
LIBRARY ADVISORY BOARD MEETING
MINUTES**

**Wednesday, November 14, 2012
6:00pm**

**Main Library Boardroom
5959 West Brown Street
Glendale, Arizona 85301**

Members Present:

Ms. Char Sharp
Ms. Holly Fallucca
Ms. Susan Shelly
Ms. Karen Aborne
Ms. Susan Sommer
Ms. Bernadette Bolognini (arrived at 6:27pm)

Others Present:

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

Members Absent:

Mr. John Fernandes
Chase MacKay

CALL TO ORDER

Ms. Char Sharp, Library Advisory Board Chairman, called the meeting to order at approximately 6:10pm.

INTRODUCTION AND SWEARING IN NEW MEMBER – CHASE MACKAY

Board member MacKay was not present.

APPROVAL OF THE MINUTES – October 18, 2012

Board member Sommer asked her name be corrected as it was spelled “Summer” under “Guests”.

Board member Shelly made a motion to approve the minutes as corrected. Board member Aborne seconded the motion, which passed unanimously.

BUSINESS FROM THE FLOOR

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

USABILITY TESTING OF THE PUBLIC ACCESS CATALOG (PAC) – This item was moved to the end of the agenda due to technical difficulties.

REVIEW MISSION AND RESPONSIBILITIES OF THE LIBRARY ADVISORY BOARD MEMBERS - Chairperson Sharp reviewed the Mission and the Board members' responsibilities. She referred the Board to Section 20-21, Powers and Duties. She reviewed each of the seven obligations. She said the Board shall 1) advise and consult; 2) review and approve the official minutes of all board meetings prior to transmittal of such minutes to the city council; 3) monitor and evaluate progress toward established goals; 4) recommend changes required to strengthen programs or reduce service levels; 5) identify desirable contacts and relationships with other governmental entities and cultivate cooperative or joint programs for agencies' mutual benefit; 6) recommend, assist and advise the city manager and the library director in establishing priorities at budget time; and 7) submit, at least annually, to the city council through the city manager, a report which shall inform the council on matters of public interest.

In reply to a question from Board member Aborne, Chairperson Sharp stated each board member could provide an update directly to their council member.

There were no further questions or comments regarding this item.

REVIEW OF 2012 LIBRARY ADVISORY BOARD GOALS AND CREATION OF 2013 GOALS – Chairperson Sharp reviewed the 2012 Goals and the Board members discussed possible goals for the upcoming year 2013.

Chairperson Sharp reviewed the goals for the Board. She stated goal one, item a, was to visit and tour other state or valley libraries. Both Board members Bolognini and Aborne have stated they have completed this goal.

Chairperson Sharp continued with goal one, item b, which is to tour a multipurpose facility. At this time, the Board members have been unable to complete this task. It was suggested this item should be moved to the Library Advisory Board 2013 Goals.

She moved forward to goal one, item c. She stated the members have submitted several ideas and she felt this is an ongoing item.

Chairperson Sharp stated goal one, item d, has been completed.

She read goal two and reminded the Board to correspond with their council member if needed and report feedback from the council member to the Board.

Regarding goal three, item a, various Board members have participated in different events where handouts regarding the libraries were distributed to help promote the library and its events. Chairperson Sharp reminded the Board to attend their respective council member's district events and represent the library at a booth if possible. Board member Aborne stated she has attended a Yucca district meeting, however, she did not have the opportunity to promote library events at this particular meeting.

Continuing with goal four, Board member Aborne stated she had made two suggestions in an attempt to promote the libraries. Her first suggestion was for council members to include an announcement in their residential fliers listing an upcoming Board meeting. Also, she suggested an advertisement be placed in the newspaper a week prior to the monthly Board meeting being held.

Board member Bolognini suggested a link should be added to the surrounding school districts' websites leading to the Library's home page.

Goals five and six have not yet been completed. The Board agreed to move these two goals to 2013.

Board member Bolognini asked if items, such as posters providing information on the libraries, could be distributed to the stores surrounding the Velma Teague Library. Ms. Kennedy said yes, this idea is in progress and she will speak with a representative at the Teague Library. Chairperson Sharp suggested the Teen Library Board could create the posters for the store windows.

LIBRARY DIRECTOR UPDATE - Ms. Cheryl Kennedy, Chief Librarian, provided updates to the Board members.

Circulation Statistics – Ms. Kennedy distributed a handout indicating which types of materials are being checked out by the library users.

Chairperson Sharp was pleased to see that teens are checking out fiction books, which indicates they are reading for pleasure.

Best Sellers – Ms. Kennedy explained the McNaughton Plan, which is basically a library book-leasing program. This allows libraries to carry more of the popular books and then return them when they are no longer in such high demand. The books are leased at approximately 1/3 of the purchasing cost. This program is for printed books only.

Staffing Update – Ms. Kennedy stated another librarian is leaving the city due to retirement. This will total six full time employee positions vacant. She added the city is currently under a hiring freeze.

Other – She said Westgate is donating to the city 2,500 square feet of space to allow for an art gallery. Ms. Kennedy was unsure about staffing the facility. Board member Bolognini suggested maybe volunteers or Friends of the Library could assist. Ms. Kennedy said she would have more information in the near future.

Ms. Kennedy announced that Board member Misty Drake submitted her resignation on November 14, 2012.

USABILITY TESTING OF THE PUBLIC ACCESS CATALOG (PAC) – Ms. Susan Westberg provided information regarding the Polaris Library System. She explained the library is migrating to a new library system that was purchased by the Maricopa County Library District through an Intergovernmental Agreement between the City of Glendale and Maricopa County Library District. She requests the Board members’ questions, ideas, and suggestions after evaluating the system. Ms. Westberg added the system is “going live” December 5, 2012.

The Board performed the sample exercises Ms. Westberg requested and provided her with their input.

DECEMBER LIBRARY ADVISORY BOARD MEETING - The Board members agreed to hold a meeting next month, December 12, 2012 at 6:00pm.

LIBRARY ADVISORY BOARD COMMENTS AND SUGGESTIONS - Chairperson Sharp called for Comments and Suggestions from the Board. Board member Sommer stated she was glad to be part of the Board.

Board member Aborne suggested a letter of thanks be sent to those who receive the Employee of the Quarter award. She also suggested a letter of thanks be sent to the person who nominated the employee. She hopes each Board member could sign this letter. Ms. Kennedy stated she would draft a letter for the Board’s review.

ADJOURNMENT – Board member Bolognini made a motion to adjourn the meeting. Board member Fallucca seconded the motion, which passed unanimously. The meeting adjourned at 8:12pm.