



**City of Scottsdale
Library Board
Regular Meeting Minutes**
Wednesday, November 17, 2021
Meeting Held Electronically

PRESENT: Chair Shiela Reyman, Vice-Chair Janet Smigielski, Board Members Sam Campana, Sheila Collins, Freda Hartman, Fred Klein, and Marna McLendon.

STAFF: Community Services Administrator Kira Peters; Managers Mandy Carrico, Melissa Orr, Sky Larsen, and Becky Gallivan Butler,

Call to Order

Chair Reyman called the meeting to order at 3:30 p.m.

Roll Call

Members present as listed above.

Public Comment

No public comments were submitted.

Minutes

Regular meeting minutes October 20, 2021

BOARD MEMBER KLEIN MOVED TO APPROVE THE OCTOBER 20, 2021, REGULAR MEETING MINUTES AS WRITTEN. BOARD MEMBER COLLINS SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

After a brief discussion Ms. Gallivan Butler assured the meeting that the way she was identified in the minutes was acceptable to her.

Although board members are participating both in person and virtually this does not need to be specified in the minutes, which simply reflect attendance.

REGULAR MEETING AGENDA

1. Patron Comment Report

Ms. Peters provided the October 2021 Patron Comments with most of them related to operations to which staff responded accordingly. One of the comments asked for Appaloosa to be opened. Ms. Peters advised the board the plan is for Appaloosa to have a full system open at the beginning of January.

Additionally, Ms. Peters noted she is working on making future reports easier to read.

2. Fine-Free Resolution Meaning and Impacts

Prior to the meeting Ms. Peters provided an email to all board members providing follow-up information as requested at the October 20, 2021, meeting.

In summary, City Council can change direction relative to resolutions as they desire, even though they did support going fine free without an impact to the library budget.

The Board is charged with doing what is best for the library system. It is important to reach out to City Council and the Mayor to discuss the impact that not upholding the Fine Free Resolution has had on the library budget. Additionally, the overall reduction in the General Fund as of April 2020 because of the pandemic has had a significant impact on the library budget.

Ms. Peters noted she did meet individually with council members and during that conversation the reduced library budget was addressed. Additionally, the FY 2022-23 decision package requesting the restoration of library budget in the amount of \$550,000 has been submitted. This is the process to go through to justify the restoration of the budget.

Vice-Chair Smigielski read an email from Trey Granger, President of the Friends of Scottsdale Public Library, which discussed the position of the FSPL members in providing funds to support the general funding of the library system. Ms. Peters and Ms. Gallivan Butler noted it is not a general process to ask for funds from FSPL; however, they did ask once in eight years for funds to support a specialized purpose that supported a new database subscription for the Scottsdale Heritage Connection. Board Member Collins suggested a board member follow up with the FSPL to provide context to the previously requested funds.

Chair Reyman suggested a letter be drafted to the City Council addressing the Board's concerns with the Fine Free Resolution. The draft letter would be presented during the December Board meeting for approval.

BOARD MEMBER HARTMAN MOVED TO HAVE A LETTER DRAFTED AND SENT TO CITY COUNCIL REGARDING ENFORCEMENT OF THE FINE FREE RESOLUTION. BOARD MEMBER KLEIN SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

Board Members asked to have the letter also address the overall budget concerns. Chair Reyman and Board Member Collins will draft the letter, which should be presented to City Council prior to their January 20, 2022, kick off to the budget process.

3. Proposed Library Board Bylaws Change

Ms. Peters presented an overview of the proposed Bylaws highlighting changes that were made. A final copy that includes any Board recommendations will be presented at the December meeting for approval.

- Section 3.1 “Members of the Board may also elect a Secretary, and such other officers or assistant officers as the Board may determine necessary, at their first meeting of the calendar year.” This has been deleted as there has not been a secretary for many years.
- Section 3.2 “The Chair shall not be elected to succeed himself / herself.” has been stricken.
- Numbering has been adjusted accordingly.
- Section 3.2-c “Secretary...” has been stricken.
- Section 4.2 “his” has been stricken.

Ms. Peters will clarify with the City Attorney's Office whether members who filled an open partial term can succeed for one term.

4. Safety in the Library Update

Ms. Carrico provided an overview of the plan to have security in place at Civic and Mustang.

The library had “monitors” who served to enforce customer service and rules. On average the Scottsdale Police Department was called out to address drug and alcohol issues, yelling, sleeping, derogatory slurs, et cetera once a week. When the monitors retired, their positions were replaced with a recommendation for temporary contract security at Civic and Mustang during the afternoon and on weekends. Funding for the contract security positions comes from the prior monitor positions that are still in the budget. Security was present for two weeks prior to the pandemic closing the libraries. The intent of the contract security is to gain data on the type and frequency of situations that need to be handled by security. The hope is by having uniformed personnel present it will deter the negative behavior. At this time, they do not have anyone interested in the positions. The plan is to gather enough information that will justify having a City employee serve as security rather than using a contract service.

5. Library Board 2022 Calendar

Ms. Peters presented a fluid draft of the general 2022 calendar. An additional copy will be presented at the December meeting. Board Members are encouraged to reach out to Ms. Peters with items to be added to the calendar.

The new strategic plan will be presented in February.

6. Appaloosa Library Branch Update

Sky Larsen, Branch Manager at Appaloosa, provided an update on the operations and services at Appaloosa.

- Appaloosa turned 12 years old on November 12, 2021.
- Pony Express continues to do well with nearly 2,500 people registered and a continued daily average of eight people being registered.
- The drive-up window continues to be strong with the library card campaign bringing new members to the window to register for both the library and Pony Express.
- In preparation for opening seven days per week there is a hiring “frenzy” to get new staff hired and trained prior to opening fully.
- There is consideration in opening Pony Express beyond the seven days service.
- The SPL Friends Airtime was held on November 2, 2021, with local author Jenn McKinlay.

7. Library Director Position

Ms. Peters provided an update on the Library Director Position. In April 2021, Ms. Peters was promoted to Library Director / Community Services Administrator and will continue to hold this title through FY 22-23 or until further notice. While the library remains her top priority, she does meet weekly with the Parks and Recreation Director and assist with bond projects. The Senior Library Manager, Administrative Secretary, and Parks and Recreation Director report to Ms. Peters. Currently, the Library Director position is not being recruited for.

8. Library Liaison

In continuing to annually give back during the holiday season, each board member has been assigned to a library branch to provide a treat or gift to all staff. Chair Reyman encouraged board members to work with the branch managers to determine the number of staff, the best day to visit between Thanksgiving and the week of Christmas, as well as to get input on what would be meaningful to the staff.

With COVID precautions, any treats need to be individually wrapped. Additionally, if a Board Member is unable to participate in this give back, please email Chair Reyman.

9. Director’s Report

Kira Peters, Library Director, provided the Library Board with a summary of current events in the library.

The Sky Room, previously the Story Time Room, has been demoed and is on target to open in March 2022.

Regarding staff qualifications, after speaking with the HR Director and staff it is recommended that any specific staff qualification inquiries be emailed to Ms. Peters, who along with HR, will provide information.

The Spirit of Literacy was held on November 7, 2021, recognizing members of the community who made significant contributions to the library.

The Pride Parade had a strong library showing and was recognized for such at the Leadership meeting. This is one of many events Ms. Orr is working on.

The Fine Free Celebration occurred on Friday, November 12, 2021, in culmination with the Library Card Campaign. There were 640 people in attendance at the Stadium and the community loved it. The goal was to get 2,000 new library card members and the current total is over 2,500. They will be exploring the idea of having this event annually.

The FY 22/23 decision package has been submitted for materials collection budget restoration.

10. Identification of Future Agenda Items

- Review and approval of bylaws.
- Review and approval of the letter to City Council.
- Diversity of library patronage.
- Discussion of accomplishments and recognition of community supporters.
- Introduction to the new Administrative Secretary.

11. Board Members' Reports

Vice-Chair Smigielski provided an update on the FSPL. They sold over 1,000 raffle tickets at the Fine Free Celebration. They are excited to bring back some traditions, such as the Spirit of Literacy and the support of the Library Board. All FSPL events are listed on their website and Facebook page.

Chair Reyman noted the public responded well and they received a lot of positive feedback from the Fine Free Celebration. She highly suggests this be done again in the future. Ms. Carrico gave kudos to Ms. Orr, who spearheaded the event and provided an unbelievable amount of work behind the scenes.

12. Adjournment

BOARD MEMBER CAMPANA MOVED TO ADJOURN THE MEETING. BOARD MEMBER HARTMAN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

Note: Board Member Collins left at 4:47 p.m.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:56 p.m.

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