



**City of Scottsdale Library Board  
Regular Meeting Minutes**

Wednesday, March 15, 2023, 3:00 p.m.  
Arabian Library, Room 2  
10215 E. McDowell Mountain Ranch Rd.  
Scottsdale, AZ 85255

**PRESENT:** Chair Janet Smigielski, Vice-Chair Freda Hartman, Board Members, Natalee Esposito, Fred Klein, Shiela Reyman (arrived at 3:10 p.m.) and Enid Seiden

**ABSENT:** Board Member Sam Campana

**STAFF:** Melissa Orr, Acting Library Director; Alicia Brillon, Manager; and Louisa Aikin, Branch Manager at Arabian.

**Call to Order**

Chair Smigielski called the meeting to order at 3:01 p.m.

**Roll Call**

Members present as listed above.

**Public Comment:**

Julia Taggart thanked the board for being kind and generous and for having an informative website that includes information about the Library Board. As part of Women's History Month, the Scottsdale Women's Club is looking for ways to acknowledge the women who started the library and dedicated their time to provide accessibility to books.

Board Member Klein stated he didn't understand why women would feel rejected or intimidated as most of the employees are women. Chair Smigielski stated this conversation would be tabled until board discussion.

**Minutes** – February 15, 2023

Chair Smigielski asked to have Board Member Campana's comment about the patron comment report included. She had commented that patron comments are currently classified as positive, negative or neutral. Some comments are suggestions, and classifying these as negative could lead to a misperception that there are many complaints.

VICE CHAIR HARTMAN MOVED TO APPROVE THE FEBRUARY 15, 2023; LIBRARY BOARD REGULAR MEETING MINUTES AS AMENDED. BOARD MEMBER ESPOSITO SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0).

CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, KLEIN AND SEIDEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER REYMAN NOT YET PRESENT. THERE WERE NO DISSENTING VOTES.

## **REGULAR MEETING AGENDA**

### **1. Welcome New Board Member**

Chair Smigielski introduced Enid Seiden, the newest board member.

Board Member Seiden took the opportunity to tell the board about her background, including being a retired SUSD Reading Specialist and past seats on the Human Relations and Human Service commissions. She chose the Library Board due to concerns with what is going on with the libraries.

Board Members and library staff introduced themselves to Board Member Seiden, providing their background as well.

### **2. Patron Comment Report**

Melissa Orr, Acting Library Director, discussed comments related to the Library Shops where patrons are asking for more items. She clarified the items available at the shop are either donated or are moved out of the library's collections. There were also positive comments related to service, especially the drive-up service.

Chair Smigielski stated based on the board's prior concern related to categorizing comments as negative versus positive, Ms. Carrico removed those categories from the comments.

Vice-Chair Hartman inquired how staff are addressing the recurring comments related to noise in the library. Ms. Orr explained this is something that has been an issue for many years and they have steps in place for handling these issues. Staff are trained, dedicated, and experienced in handling situations and following procedure that relate to all patrons. The extreme situations result in suspension from the library and possible law enforcement involvement. Louisa Aikin, Branch Manager, explained that many middle schoolers come to the library after school, which increases gate counts and circulation. When things get too disruptive staff issues trespass suspensions that the School Resource Officer assists with, especially where the library does not have contact information.

Board Member Reyman suggested utilizing a scan card that would contain contact information. Ms. Orr stated the libraries are free and open to anyone. Ms. Aikin noted the message they share with parents and caregivers is everyone is welcome, but they must follow the rules of conduct as the Library is not an after-school agency. Chair Smigielski suggested the presence of a security person to help manage behavior.

Vice-Chair Hartman questioned the responses provided to patrons requesting that the library purchase specific material and suggested the response include something to the effect that staff will "take care of it today"; but it was noted that this is not the typical process to follow, and that staff should continue to direct the patron back to the website and utilize the Suggest a Purchase link. Vice-Chair Hartman asked that the staff person responding to the patron comment input their name.

### **3. Finalizing Agenda Topics for the Library Board Retreat**

Chair Smigielski shared her thoughts on the retreat noting she will be acting as the facilitator as it is the boards retreat. She reviewed the proposed agenda that needs to be finalized by Friday to allow time for posting. The meeting will be informal and engaging so everyone feels they had an opportunity to participate in discussions. Time has been allotted for meet and greet, closing, and breaks, as well as 45 minutes of discussion for each topic. A discussion ensued related to the lead person and ensuring all board members have an opportunity to speak on a topic.

Board Member Reyman suggested adding “possible action” to each agenda item should there be topics they want to follow up on.

Topic:	Board Member Assigned:
Purpose and mission of the board	Fred Klein
Branch Liaison	Shiela Reyman
Library Projects/ Programs	Natalee Esposito
Community Outreach	Freda Hartman

Chair Smigielski directed board members to Vice-Chair Hartman and Melissa Orr, Acting Library Director, should they need additional supplies for presenting their topic. As well as to reach out to Ms. Orr if they wish to confer with staff members to gain more information related to their topic.

Ms. Orr noted the Senior Managers will be present at the retreat as well as eScribers to maintain the record.

Board Member Klein suggested inviting Bill Murphy for the meet and greet portion. Chair Smigielski asked Ms. Orr to let Mr. Murphy know he is invited to the retreat.

Chair Smigielski asked for board members to reach out to her by Friday, March 24, 2023, with thoughts on how they plan to lead their topic, as the retreat is on Tuesday, March 28, 2023.

### **4. Library Board Meetings at Library Branches**

Chair Smigielski inquired if the board would like to continue having meetings at the library branches. Board Member Reyman stated she wants to continue this practice and suggested adding 15 minutes prior to the meeting to allow board members to do a walkthrough of the library to stay up to date on each branch’s opportunities. Chair Smigielski stated meetings will continue at the library branches and asked Melissa Orr, Acting Library Director, to confirm with the branch managers they would be available to provide a tour 15 minutes prior to the start of the board meeting. A brief discussion ensued.

### **5. Director’s Report**

Melissa Orr, Acting Library Director provided an overview of events coming in April.

- The Facebook page will have “Throw Back Thursdays” that will feature the four women who were instrumental in establishing Scottsdale Public Library in 1955. This will also include information from the Scottsdale Heritage Connection site. Discussions continue regarding additional programming or a plaque for continued recognition of these women.

- April is National Poetry Month and Dr. Whelan; Youth Coordinator, is planning some special programs to be offered at the Resource Center.
- The ribbon cutting ceremony for Civic Center, which is the space behind the Civic Center Library has not been determined, but they have asked the library to do some programming which is being discussed with other departments.
- The Bunnanza event is scheduled for April 8, 2023, from 9-12 and includes egg hunts, food trucks, vendor tables, etc. The Library Board is invited to have a table at this event.
- Volunteer Appreciation week is April 16 - 22, 2023. Trey Granger will be receiving the Vision Award. Teen volunteers will be presented with Presidential Volunteer awards following the City Council meeting, and the volunteer tea will be held on April 20, 2023, from 2- 3:30 at the Civic Center.
- The bookmark contest for all ages will take place in April.
- Attendance at programs was clarified, noting a quorum is necessary if the board will be hosting a table at any event, but a board member as a citizen can attend any event without the need for a quorum.
- The process for vetting speakers for library programs and events was reviewed with the board.
- The process for determining what events the library holds was reviewed and is based on what is happening in Scottsdale and making sure the library has a presence within the community, especially for those areas that are not currently being served.
- Community input is constantly being gathered through after program attendance surveys, the patron comment form, and comments made to staff. Many prior comments and suggestions were incorporated into the five-year strategic plan.
- The budget timeline:
  - Proposed budget comes out on April 4<sup>th</sup>
  - Proposed budget is presented to City Council on April 25<sup>th</sup>
  - Adoption of tentative budget is on May 16<sup>th</sup>
  - Adoption of final budget is on June 13<sup>th</sup>
  - Implementation of the budget is on July 1<sup>st</sup>.
- \$50,000 from the Community Services budget will be input into the materials budget along with the current \$65,000 in proceeds from the shops.
- CIP projects that are on the list have been there for several years, such as the work at Mustang to add an outside area, therefore no additional items have been added.
- Legal questions presented at the last meeting have been answered by legal counsel and emailed to all board members. If there are additional questions, please forward them to Chair Smigielski to be forwarded to Ms. Campbell.
- Staff is hopeful a new director will be in place at the beginning of the fiscal year. In the meantime, Ms. Orr will serve as interim director for March and April and Ms. Carrico will serve as interim director for May and June, but they continue to work together with their commitment to pushing the library forward while a decision is being made.
- NY Times Games and Cooking have been added to the e-Resources library
- Love Letter to Libraries is an article about the amazing things libraries do and was emailed to all staff to read. Chair Smigielski who had sent the original email to Ms. Orr quoted, "libraries are the beating hearts of our communities. What we borrow from them pales in comparison to what we keep."

## **6. Old Business**

Chair Smigielski provided an overview to the Board on what old business would be used for, which includes any topics that have been previously discussed where a follow up is being requested.

Ms. Orr stated any topic under old business must be defined and specifically state what is wished to be revisited. A discussion ensued and two topics were noted.

## **7. Board Members' Reports**

Vice-Chair Hartman provided the board with a report on the last Friends of Scottsdale Public Library meeting, including discussion on membership and the goal of reaching 200 members by December 31, 2023 and renewal emails; past and present fundraising events; and continued work on scheduling their retreat.

Board Member Klein stated he has volunteered to help with ESL tutoring.

Chair Smigielski inquired how the board would like to handle having tables at events as it requires having board members present. Melissa Orr, Acting Library Director suggested discussing this matter further at the retreat under community outreach.

## **8. Identification of Future Agenda Items and Future Meetings**

Old Business Items:

- AZ Republic
- Budget
- Updates women's recognition

Future Agenda Items:

- Retreat outcomes
- National Library Week
- Brian Bundy, Budget Review

Future Meetings:

- Retreat Meeting: Tuesday, March 28, 2023, 1:00 - 5:00 p.m.  
ASU SkySong, 301 Ingenuity Room
- Regular Meeting: Wednesday, April 19, 2023, 3:00 p.m.  
Civic Center Library, Loft Computer Classroom
- Volunteer Tea: Thursday, April 20, 2023, at Civic Center

## **9. Adjournment**

BOARD MEMBER KLEIN MOVED TO ADJOURN THE MEETING AT 5:01 P.M. BOARD MEMBER SEIDEN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SIX (6) TO ZERO (0). CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, KLEIN, REYMAN, AND SEIDEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

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