



**City of Scottsdale
Library Board
Regular Meeting Minutes
Tuesday, June 18, 2024
Civic Center Library
Studio Program Space Room
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251**

PRESENT: Chair Freda Hartman, Vice-Chair Enid Seiden, Board Members Sam Campana (Virtual – departed at 4:21 p.m.), Natalee Esposito, Roselyn O'Connell, and Leslie Totten.

ABSENT: Board Member George Hartz

STAFF: Michael Beck, Library Director; Alicia Brillon, Senior Library Manager; Tamera Norwood, Senior Library Manager; Ed Kiang, Civic Center Branch Manager; Lee Schnoor, Department of Technology Supervisor; Judy Doyle, Community Services Assistant Executive Director

Call to Order

Chair Hartman called the meeting to order at 3:00 p.m.

Roll Call

Members present as listed above.

Public Comment:

No public comments.

Minutes – May 15, 2024

Chair Hartman noted that the minutes should be corrected to reflect the following amendments.

- Under the Board Member Reports for the Friends of the Library, should read "the group is hoping to increase board membership by 10 to 15 new members."
- Under the Board Member Reports related to the Arizona Cardinals, should read "encouraging player participation in children's reading events."
- Under Future Agenda Items, should read "Library Board Retreat."

BOARD MEMBER ESPOSITIO MOVED TO APPROVE THE MAY 15, 2024, LIBRARY BOARD MEETING MINUTES AS AMENDED. VICE-CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS

CAMPANA, ESPOSITO, O'CONNELL, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Michael Beck, Library Director, provided an overview of patron comments received over the last month. He said there continue to be a lot of positive comments regarding staff and programming. In response to comments received, he noted Branch Manager Kiang is working with Facilities to mitigate the temperature and keep everyone comfortable at the Civic Center library. Outdated technology is being removed from library computers. However, all equipment is ADA compatible, and staff are trained to assist patrons with computer troubleshooting. The concern with Appaloosa's parking lot was addressed by Branch Manager Larsen along with Facilities and other City departments. It is important to note that there are local ordinances they must abide by, and the parking lot complies. A reminder was given to limit side conversations during the Library Board meetings because meetings are recorded, and the microphones pick up those conversations.

In response to a Board Member questions about availability of Braille books, Ms. Norwood explained Scottsdale Library only offers books on CD, but Talking Books Library from the State Library offers many options for the visually impaired. Director Beck explained at this time there is no anticipated CIP request for next year's budget to address Appaloosa's parking lot. The library is a public facility with a code of conduct that governs behavior and the gentleman that was sitting in the children's area was only sitting there because the chairs were more comfortable. Staff are looking at rearranging the seating to offer more comfortable seating outside of the children's area. When there are comments related to the facilities, Ms. Norwood and the branch manager prepare work orders for the Facilities team to conduct studies and do repairs if warranted. A further update will be provided at the next meeting regarding the air quality at Civic Center.

2. Civic Center Library and Technology Updates

Lee Schnoor, Department of Technology Supervisor, provided an overview of the equipment at the Civic Center that included but was not limited to fifty-two public PCs, seven large printers, twenty-four workstations, six self-checkouts, seven chrome books, and twelve training laptops.

Ed Kiang, Civic Center Library Branch Manager, responded to the patron comment about allergies, noting he worked with Facilities to equalize the temperature and create a continuous air flow in the building. Mr. Kiang provided an update of recent and upcoming changes within the Civic Center Library that include the addition of self-service charging stations for mobile devices, updated floor jacks with doors for laptop charging, replaced manipulatable toys in the youth area, and purchased USB flash drive deleters to protect patron's privacy. The library is a hydration station for the summer and has been working with Sue at Social Services to obtain additional water as needed as well as bus passes. Additional summer programs include the Kids Café Lunch Program that is being offered seven days a week and serving an average of eighty-eight lunches per day. Story Time had to be broken into multiple sessions with approximately forty-five children per session due to the high attendance. The summer reading challenge began in June with over one thousand participants. During this fiscal year, there are plans to rearrange the Civic Center's main floor and move collections and displays into prominent areas among other things.

In response to Board Member questions, Mr. Kiang explained the toys that are purchased are done so through coordination of several staff members who ensure safety is a top priority. He will inquire with Social Services regarding the Uber cards and report back to the board. Mr. Schnoor explained the process for converting the City's enterprise to Windows 11, noting it would be approximately eighteen months before the public computers would be converted.

3. Scottsdale Public Library Strategic Plan Update

Mike Beck, Library Director, presented a detailed update on the Strategic Plan that included reviewing the five overarching goals and the initiatives within each of those goals and the status.

The five main strategic goals are:

- Increasing library service access.
- Educate the community about the library.
- Invest in library staff development.
- Innovate library services for the future.
- Infuse DEIB (diversity, equity, inclusion and belonging) into library work and culture.

In response to Board Member questions, Ms. Brillon explained Discovery layer, noting it is a layer of licensed software like a search engine that displays all offerings related to a topic. This is planned to be implemented within the next five years at an annual cost between \$20,000 and \$60,000. Mr. Beck explained identifiers are actual items, such as a logo. Community partnerships include those with the School Districts. Ms. Brillon provided an overview of Patron Point and how it is used to communicate with patrons and auto renew library cards. Mr. Beck advised management would research conducting a public forum.

4. Library Policy Review

Tamera Norwood, Senior Manager, provided an overview of the updated Materials Donation Policy, which is a public policy, that provide awareness of the donations accepted by the library and where the funds generated from sales go. The policy clarifies trades are not accepted and all materials at the book shop must be purchased.

In response to Board Member questions, Ms. Norwood explained the Friends of the Library book shops use an honor system, which has been a lucrative business for the library. Most of the materials received can be sold and the items that cannot be are sold to a third-party vendor. All policies are posted on the library's website with rules of conduct and fee schedules posted in the library. An explanation was provided for the chosen language in the policy related to accepted materials.

5. Director's Report

Michael Beck, Library Director, will provide the Library Board with a summary of current events in the library. Staff members are being trained to use the 3D printer that will be moved to the public floor or into the potential maker's space. County-wide statistics for last year's Summer Reading Challenge showed 86,000 residents participated with 85 million minutes read, 52,000 challenges completed, 29,000 free books awarded, and over 1,600 books donated to the head start program. Scottsdale's overall totals were 6,600 participants with almost half completing the program.

There are 137 teen volunteers for summer reading with 20 at Appaloosa, 24 at Arabian, 47 at Civic Center, and 46 at Mustang.

Mr. Beck is working with Vista Del Camino Community Center and staff to develop a potential college and career center at Civic Center Library using existing and new library resources to provide teens with added support. Scottsdale received a \$50,000 material credit from the County Library Assistance Program Funding. This funding comes from non-Scottsdale residents obtaining a library card combined with the secondary property tax rate. A creative vignette was played promoting the Summer Reading Challenge. The link is available on the website.

6. Board Liaison Best Practices

Chair Hartman provided a draft document that defines the Library Board Liaison's role and suggested best practices but also noted this is not a requirement. She also advised all branches have a liaison assigned to them with Board Member O'Connell accepting Arabian. Upon approval this will go into the board orientation package for new Board members and as a resource for everybody else.

BOARD MEMBER TOTTEN MOVED TO ACCEPT THE BOARD LIAISON BEST PRACTICES. VICE CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO, O'CONNELL, AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER CAMPANA LEFT EARLY. THERE WERE NO DISSENTING VOTES

7. Future Board Retreat Discussion

Chair Hartman discussed the Library Board Retreat that was held last March including who was in attendance and topics discussed. She inquired with Board Members if they wanted to have a retreat this year, what topics would they like to discuss, and what outcome should be achieved. Board Members suggested having more of a retreat to get to know each other or for team-building purposes.

BOARD MEMBER TOTTEN MOVED TO TABLE THIS ITEM UNTIL THE SEPTEMBER MEETING. VICE CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO, O'CONNELL, AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER CAMPANA LEFT EARLY. THERE WERE NO DISSENTING VOTES

8. Future Conferences and Community Connections

Director Beck noted the Arizona Library Association will be holding their Annual Conference on October 17th & 18th, 2024 at the We-Ko-Pa Resort. Library Board Members qualify for the Library Lovers Membership for the \$15 annual membership fee and are provided with a discounted rate to attend the conference. Anyone interested in attending the conference can register online at AZLA.org.

Chair Hartman discussed how this conference is an opportunity to build community connections with other library board members, volunteers, and community members who have a love of the library. This is an optional and voluntary opportunity.

Ms. Doyle suggested anyone planning to attend notify Director Beck in case there is a quorum.

9. Board Member's Report

Vice Chair Seiden discussed her visit to Mustang Library which included information about the Hydration Center, an incident with a knife that occurred, and potential fundraising opportunity.

Board Member Totten inquired on the status of the wall that divides the youth area from the adult area at Mustang. Director Beck will follow up.

Board Member Totten discussed the STEM event she attended at Mustang where they were making roller coasters and the education and socialization that was provided with it. She suggested the library look at participating in the Children's Learning and Play Festival through AZ PBS sponsored by SUSD. Another suggestion was to consider have family resource centers in each library branch.

Chair Hartman noted she continues discussing participation in reading to the children with Arizona Cardinals. She also noted Melissa Orr has accepted the Library Director position at Prescott Library and there is a farewell gathering for her on Thursday, June 20, 2024, from 5 – 7 p.m. at Cornish Pastry Restaurant.

10. Identification of Future Agenda Items and Future Meetings

Future Meeting agenda items could include:

- Change Library Board Meeting from Wednesday to another day.
- Library Board retreat.
- Incident Reports.
- Library Accreditation.

Next special meeting: Wednesday, September 18, 2024, at 3:00 pm at Civic Center Library

11. Adjournment

BOARD MEMBER ESPOSITO MOVED TO ADJOURN THE MEETING. VICE CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO, O'CONNELL, AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER CAMPANA LEFT EARLY AND WAS NOT PRESENT TO VOTE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:01 p.m.

Recorded and Transcribed by eScribers, LLC.