



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, September 18, 2024  
Civic Center Library  
Gold and Silver Room  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

**PRESENT:** Chair Freda Hartman; Vice-Chair Enid Seiden; Board Members Natalee Esposito and Leslie Totten.

**ABSENT:** Board Members George Hartz, Roselyn O’Connell, and Sam Campana

**STAFF:** Library Director; Michael Beck, Senior Library Managers; Tamera Norwood and Alicia Brillon, Civic Center Branch Manager; Ed Kiang, Tech Supervisor; Lee Schnoor, Budget and Analytics Manager; Mike Murphy, Administrative Assistant; Javier Mendoza

**Call to Order**

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

**Roll Call**

Members present as listed above.

**Public Comment:**

Two guests were present, Louise Lamb and Chase Westberg. Louise Lamb spoke on library fines. Ms. Westberg noted she was an ASU journalism student who was present to observe.

**Minutes – June 18, 2024**

Board Member Totten did not recommend any changes but noted appreciation for the signage noting the policy on accepted donations at the Mustang Library. Chair Hartman suggested adding language to the Board Liaison Best Practices vote to indicate, “not only did Board Member Campana leave early, but she was also not present to vote”. A brief discussion ensued.

BOARD MEMBER ESPOSITO MOVED TO APPROVE THE JUNE 18, 2024; LIBRARY BOARD MEETING MINUTES AS AMENDED. VICE-CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO 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 three months. He noted there were a multitude of comments related to the facilities, staff efforts, and programs, and that the library was praised specifically for the overall customer service.

Board Members were given an opportunity to comment and ask questions. Vice Chair Seiden inquired on the definition of a "STEM KIT". Mr. Beck explained the STEM abbreviation as (Science, Technology, Engineering and Math), including that these kits have different components for learning opportunities, and they will be looking to create different kits as well. An example will be brought to the next meeting for the board to see. Mrs. Seiden noted material that is past due by 10 days or more, the item is put into missing status and the patron is charged for it. A question was raised about comment # 27 regarding "selective profiling". Mr. Beck noted this item was not able to be followed up on because the patron did not leave any contact information, but we hope that the library is as inclusive and welcoming as possible. She also provided praise based on the many positive comments related to Reading Buddies.

Board Member Totten, questioned comment #73, the possibility of a fish tank being added, and why it was denied. Senior Library Manager, Tamera Norwood explained a fish tank or other live animal is not practical for the library due to the hours of operation as well as the expense associated with their care.

Chair Hartman asked what "patron comment closed" means. Mr. Beck explained marking a comment as "closed" is an internal procedure that means the comment was formally answered. She also discussed the possibility of adding further information on the patron comment follow-up, so the board is clear on what the actual response was, not to mention this is a record. Mr. Beck explained what the staff does from a procedural standpoint, such as using subject matter experts to respond to specific patron comments. Mr. Beck noted the library could look into consistency in how responses are noted. Chair Hartman further suggested classifying comments as continuing and bringing them back to the board once they have been addressed. A narrative is not necessary, just how it was addressed or solved and that it was a successful resolution. A discussion ensued and Mr. Beck noted he would take the suggestion under advisement.

### **2. FY2025 – 26 Library Budget Update**

Chair Hartman noted board members have an opportunity to provide input into the process because the budget process has not begun nor have deadlines been set.

Michael Murphy, Business and Analytics Manager, noted the FY 2025/26 budget process will open on October 1, 2024, and will begin with the CIP (Capital Improvement Program) projects. Currently, Community Services has 38 potential CIP projects it would like to consider with five of them being for the library. Mr. Beck provided an overview of the five CIP projects with estimated costs of over \$50,000 proposed for FY 25/26. Follow-up information will be presented at the October meeting.

Board Members were given an opportunity to comment and ask questions. Board Member Totten, inquired about the status of the Sound Wall addition at Mustang. In response, Mr. Beck explained the sound wall project at Mustang Library is an existing project and a follow-up will be provided at

the October meeting. Mr. Murphy explained each year there is an opportunity to propose a decision package for items less than \$200,000 that are usually for one identified project.

Mr. Beck provided an overview of identified needs that are potential decision packages. Again, more information will be provided at the October meeting. The electronic sorters that are used when materials are returned have been identified as items for a decision package. Mr. Schnoor and the IT team have been in contact with the vendor and are in the process of obtaining estimates.

Board Members were given an opportunity to comment and ask questions. Board Member Totten inquired about cost-of-living allowances for staff. In response, Mr. Murphy noted he is not aware of COLA increases for staff in the budget. Vice Chair Seiden inquired if CIP items are considered 1<sup>st</sup> in the process before other items. Mr. Beck clarified the CIP projects are facilities-related and big-ticket items that come from one pot of money. The library operates on a zero-based budget, and anything needed above what is in the budget would be requested through the decision package. Obviously, the more money in the budget, the more materials could be purchased.

Chair Hartman asked if we could explain how the budget process works. Mr. Murphy discussed the budget process which begins with CIP proposals from every department being submitted and reviewed by a group of representatives who prioritize the projects, The prioritized list is presented to the City Council who review it, adjust it, and decide how much money to apply to it. In December/January money is awarded to the CIP projects from the top of the list down until the money runs out. At the same time, all divisions are working on their operating budgets.

Vice Chair Seiden noted the budget is staff's responsibility and she trusts what they do and does not feel she should interfere. Chair Hartman noted the board represents the greater community and has an opportunity to put ideas on the table if they want to.

Board Member Totten inquired if the operating budget included funding for increasing circulated materials. Mr. Beck advised that the library has a \$9 million operating budget which is the 3rd or 4th largest in the valley. Mr. Beck noted there are additional sources of funding such as grants, donations, and endowments, and he is comfortable with the \$1.1 million collection budget. Furthermore, he feels comfortable and confident with the budget for programming.

### **3. Board Recommendation on Rassner Endowment Fund**

Alicia Brillon, Senior Library Manager, explained the board can authorize the disbursement of interest generated by the Rassner Memorial Scottsdale Library Endowment Fund, currently at \$18,600.00

BOARD MEMBER TOTTEN MOVED TO APPROVE THE DISTRIBUTION OF \$18,600 FROM THE RASSNER MEMORIAL SCOTTSDALE LIBRARY ENDOWMENT FUND FOR THE FY 2024/2025. BOARD MEMBER ESPOSITO SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

### **4. Library Policy Review**

Tamera Norwood, Senior Library Manager, discussed the Unattended Children Policy, which is a public policy. Ms. Norwood reviewed the original version of the policy and noted that the information on the back of the original version is procedural for staff use only. She went on to note that the

policy had been under review for some time. The most difficult part of this policy was determining the appropriate age for a child to be left unattended. Ms. Norwood noted that previously 8 was the age that was used, and the policy did not specify parent or guardian had to be in the building. The language has been cleaned up to clarify what is expected of the parent or guardian. Ms. Norwood also provided an overview of the changes made to the policy.

Board Members were given an opportunity to comment and ask questions. Vice Chair Seiden inquired how this applies to Arabian being next to middle school. Ms. Norwood explained that Arabian is stricter because they have many unattended children, including a three-strikes policy and trespass warnings. Many situations could be discussed in the policy, but they felt less was more. Board Member Totten suggested including a link to the Rules of Conduct and putting Regulation #4 as a sub-bullet under Regulation #3. Ms. Norwood explained the purpose of Regulation #5 was to make parents aware of the change in the library hours, especially on Sundays. Disruptive children are covered in the Rules of Conduct and Regulation #6 focuses on vulnerable children. Chair Hartman noted the language in regulation #5 noting parents or guardians are to “meet” their children is contradictory to language in regulation #3 which states they must be on the property. Ms. Norwood advised the language would be reviewed. The Rules of Conduct which reference unattended children are posted in the library and all policies are on the website. Board Member Totten suggested noting the policies are updated in the library newsletter. Mr. Beck stated all suggestions and comments were being noted and the policy would be reviewed again by staff.

## **5. Future Board Meeting Dates and Times**

Chair Hartman explained that a few board members have noted the third Wednesday of every month is not a convenient meeting day/time for them and wanted to open the topic of meeting dates and times for discussion among the board. Because 3 of the board members were absent, the remaining 4 present board members voted to move and revisit the agenda item next month instead.

BOARD MEMBER ESPOSITO MOVED TO CONTINUE AND REVISIT THIS AGENDA ITEM AT THE OCTOBER. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSIDENTING VOTES.

## **6. Future Board Retreat**

Chair Hartman noted this was on the agenda in June but held for review this month. Because 3 of the board members were absent, the remaining present board members voted to move and revisit the agenda item in October instead.

BOARD MEMBER ESPOSITO MOVED TO CONTINUE AND REVISIT THIS AGENDA ITEM AT THE OCTOBER MEETING. VICE-CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSIDENTING VOTES.

## **7. Director's Report**

Michael Beck, Library Director, provided the Library Board with a summary of current events in the library as follows:

- Civic Center Library coffee shop now open
- Lobby enhancements
- 2024 Reading Summary recap
- Human Relations Program follow-up
- Upcoming Friends and Library Events

## **8. Board Member's Report**

Board Member Esposito noted the Friends of the Library received \$250.00 from their fundraiser at Rock Bar. The TAB (Teen Advisory Board) met on September 5, 2024, with 22 teens in attendance. Topics discussed included the Halloween Family plan and Monster Mash program, the library card sign-up month, opportunities to raise literacy in the community, and the created displays for banned books. There is a writing contest for TAB members such as the Mayor's Constitution Day contest and Foster Kids Writing Competition/College contest.

Board Member Totten attended the Teen Advisory Board at Mustang Library with 18 teens in attendance who were working on developing a mission statement. She discussed the Library Staff Book discussion she attended led by Maria Steenburgh, which had 4 attendees. She suggested adding the Library Board meetings to the library online calendar to possibly have more public attendance at the meetings. Lastly, she noted that checkout receipts indicate your savings by using the library and that some books include a bookmark noting when the book sales are held.

Vice Chair Seiden noted she saw on Facebook that September is Library Card sign-up month and there is a \$1.00 off coupon from the Library Shop for new signups. She discussed how upsetting the Book Banned Club on MSNBC was and that Georgia cut relations with the ALA. She noted the importance of ensuring libraries are preserved. She also discussed her experience at the herpetological presentation and the need for someone to manage the decorum.

Chair Hartman thanked Board Member Esposito for suggesting the fundraiser at the Rock Bar. Today September 18, 2024, is National Read an eBook Day. The Arizona Library Association's annual conference will be held October 17-18, 2024, and board members are eligible for a \$15.00 membership rate. Chair Hartman advised she will be attending the conference and will provide an update at the November meeting.

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

Future Meeting agenda items could include:

- Revisit the Budget
- Sound wall at Mustang Library
- Board Meeting Date and Time (Discussion will continue in October)
- Board Retreat (Discussion will continue in October)
- Incident Reports
- ASU Speakers
- Safety and Security at Branches

Next meeting: Wednesday, October 16, 2024, at 3:00 pm at Civic Center Library

## **10. Adjournment**

BOARD MEMBER ESPOSITO MOVED TO ADJOURN THE MEETING. VICE CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:53 p.m. Recorded and Transcribed by eScribers, LLC.