



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, October 16, 2024  
Civic Center Library  
Silver Room  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

**PRESENT:** Chair Freda Hartman, Vice-Chair Enid Seiden, Board Members Natalee Esposito, Roselyn O’Connell, and Leslie Totten.

**ABSENT:** Board Members Sam Campana and George Hartz

**STAFF:** Judy Doyle, Community Services Assistant Executive Director, Alicia Brillon, Senior Library Manager; Tamera Norwood, Senior Library Manager; Jennifer Wong-Ortiz, Outreach Coordinator; Lee Schnoor, Department of Technology Supervisor; Javier Mendoza, Administrative Assistant

**Call to Order**

Chair Hartman called the meeting to order at 3:04 p.m.

**Roll Call**

Members present as listed above.

**Public Comment:**

No members of the public were present.

**Minutes – September 18, 2024**

Vice-Chair Seiden noted within Patron Comments that “fish take” should be “fish tank”. Chair Hartman suggested amending Board Member Totten’s inquiry under the Budget Update by removing “there was”. Further, Chair Hartman suggested using bullet points under the Directors Report to note the major topics reported.

VICE-CHAIR SEIDEN MOVED TO APPROVE THE SEPTEMBER 18, 2024, LIBRARY BOARD MEETING MINUTES AS AMENDED. BOARD MEMBER TOTTEN 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. THERE WERE NO DISSENTING VOTES.

## **REGULAR MEETING AGENDA**

### **1. Patron Comment Report**

Alicia Brillon, Senior Manager, provided an overview of patron comments received over the last month. Noting there were a few less comments this month but still a mix of neutral, negative, and positive.

Vice-Chair Seiden inquired of the comment pertaining to the security guards causing problems. Ms. Brillon noted she was not aware of any situations other than this comment. Additionally, the security guards are hired through the Police Department.

Vice-Chair Seiden inquired of the patron who found the library card renewal process inconvenient. Ms. Brillon explained they have tried to make the renewal process more seamless with autorenewal which works for some, which seems to be the case here.

Chair Hartman inquired if the cleaning staff found excessive cigarette butts, where were they located, and how was it dealt with. The comment created the impression this was a purposeful act. Ms. Doyle explained because it is on the outside it is a Parks and Rec matter. However, this is not something they normally address but can make accommodations for it. She and the branch manager have examined the area several times and staff has also attempted to contact the person who made the comment to explain the situation, however, the patron has not responded to our contact attempts.

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

Chair Hartman explained there was a presentation and discussion on budget requests. Alicia Brillon, Senior Manager, provided an update on what has occurred since the last meeting including any deadlines.

Ms. Brillon read a statement from Mr. Beck, "City Facilities Department has identified and moved these potential capital projects forward in years versus out years within the next couple of years. These projects are Mustang Library exterior painting combined with already scheduled roof work will be done in FY25-26. The Mustang Library refresh of the public restrooms and conversion of the youth restroom into a family restroom will be done in FY26-27." We do not have any information related to the other two CIP at this time.

Chair Hartman confirmed the Mustang bathrooms were being taken off the CIP and inquired of the rationale. Ms. Doyle explained the restroom remodel and exterior painting at Mustang are part of the facilities ongoing maintenance and is already in their five-year plan and do not require separate CIP request. All city facilities are put on a replacement and maintenance cycle and Mustang Library is currently scheduled for a roof and a/c replacement so they will do all this together.

Chair Hartman questioned if the five CIP items were listed in priority order for the libraries. Ms. Doyle noted her understanding was they were not in any priority order; however, the top two items had been requested last year. She further explained all CIPs within Community Services will be prioritized together and once funding is received, they will go down the list until the funding runs out.

Ms. Brillon provided an update on the proposed decision packages, noting quotes were received for new sorters that range from \$80,000 to \$100,000. Upon review the Civic Library sorter is

functioning properly and does not need to be replaced at this time. The plan is to acquire new sorters for Appaloosa and Mustang libraries.

Board Member Totten inquired if there were updates on the sound wall at Mustang. Ms. Doyle explained this is a current approved project for FY24-25 and the designer ran into challenges that are being reviewed with the manufacturer. They have provided assurance and reassurance the project will be completed by June 30, 2025, because grant funding is being used on this project that must be used by the end of this fiscal year. Should the current designer be unable to complete the job another vendor would be found.

Chair Hartman inquired of any information related to approval and deadlines, when the decision will be made, when public comments are accepted, and where are they in the process. Ms. Doyle explained the operating budget city wide kick off date is November 13, 2024, which will generate the timeframe for the process. The city has opted to forego the implementation of new budget software until the following year. The proposed budget (includes operating and CIP) is generally released in April, the tentative budget is adopted in May per the City's Charter, and the final budget is adopted in June per the City's Charter. Usually finalized budget requests are submitted in January with some tweaking in February and March.

Public comments can be provided during the City Council's second regular meeting in April, during the tentative budget presentation, and adoption of the final budget. Public comments can be provided when the budget, or related item is being presented, such as rate and fee changes, which Director Beck plans to implement a fee for usage of this room. A brief discussion ensued on the board providing input.

### **3. Library Board Public Comments About the CIP and Operating Budget Requests**

Chair Hartman discussed the board's opportunity to provide public comments to the City Council related to the operating budget, CIPs, and proposed fee schedule changes. The three matters for discussion are if we want to make a public comment, what it should be, and how it should be done. Without additional budgetary information, the focus this evening is how the public comment should be made.

Chair Hartman provided a detailed overview of what has happened in the past, being by agreement the chair will give the public comment. The comment is provided verbally or in writing. If done verbally the comment can be a verbatim statement, paraphrased statement, bullet points, or free flowing as approved by the board. These comment(s) generally provide supportive information for the library to receive the necessary funding. Note any Scottsdale resident can provide public comment, but they cannot say they are representing any board or commission without approval.

A discussion ensued among board members regarding the lack of information to make an informed decision on what to comment about and the lack of understanding why this is being discussed so early in the process.

BOARD MEMBER TOTTEN MOVED TO APPROVE COMPOSING AND APPROVING A DEDICATED THREE-MINUTE COMMENT TO BE READ TO THE CITY COUNCIL DURING PUBLIC COMMENT BY CHAIR HARTMAN. BOARD MEMBER ESPOSITO 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. THERE WERE NO DISSENTING VOTES.

**\*Note: The Library Board elected to discuss item #7 directly after item #3\***

## **7. SPL Partnership Opportunities with Local Community Colleges and Universities**

VICE-CHAIR SEIDEN MOVED TO AMEND THE AGENDA AND DISCUSS THE SPL PARTNERSHIP OPPORTUNITIES WITH LOCAL COMMUNITY COLLEGES AND UNIVERSITIES DIRECTLY AFTER ITEM #3. BOARD MEMBER O'CONNEL 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. THERE WERE NO DISSENTING VOTES.

Jennifer Wong-Ortiz, Outreach Coordinator, provided a brief overview of her role and responsibilities. Today's discussion provided information about partnerships with local K-12 school districts, community colleges, and universities. The focus is the library's College and Career Corner and providing the best resources that will help students transition from high school to community college, universities, or careers. Through a partnership with SCC, a writing workshop was held at the library and students were provided information of what resources the public library can provide them, and SCC spoke to library patrons about their resources for anyone planning to attend college. Past programs included getting ready to navigate college and complete financial aid applications and ASU Grants and research programs.

There is a new initiative to add volunteers and resources to the College and Career Corner for middle and high school students. Students will continue to be signed up for library cards, have a presentation about databases and research materials, and visit the library for a tour and to conduct research with staff available to assist them. Working with the Human Services Department, volunteers are being recruited to assist students navigate the application process including financial aid which will model Vista Del Camino's schedule system. Chair Hartman provided additional comments, noting she plans to volunteer.

Vice-Chair Seiden suggested college representatives come to the library for a speaker series. Ms. Wong Ortiz noted this would fall under programming and Dr. Owen or Ms. Riley would be able to respond to this question later.

Ms. Doyle noted the College and Career Corner will focus primarily on college, but the career piece is also going to benefit those looking for information about pursuing trades or military. The Scottsdale Promise Program recently started to promote the College and Career Corner in partnership with SUSD and community colleges. \$100,000 will be budgeted per year for the next five years to offer Scottsdale students who are Scottsdale residents and need financial assistance scholarship funding to attend community colleges or an internship with the City.

Board Member O'Connell inquired if Noah Webster Charter School is part of the outreach. Ms. Wont Ortiz noted they were and discussed the 2<sup>nd</sup> grade card campaign they participated in.

## **4. Library Policy Review**

Tamera Norwood, Senior Manager, discussed the Library Visitor Card Policy. Ms. Norwood reviewed the revised policy noting there are very few changes, one being the name for consistency on the website and other places policies are housed. She noted they are proud to offer this free card with few limitations because many libraries do not.

Board Member Totten clarified that the policy name will be changed throughout the policy. Ms. Norwood confirmed it will be. Board Member Totten inquired why digital items are not available to library visitors. Ms. Norwood explained that has been the policy of the library because of the cost of the databases; however, if a visitor wants full access and is not a resident of Maricopa County, they can purchase a membership for \$43.00. Board Member Totten inquired how a visitor patron can authorize another person to pick up their hold items. Ms. Norwood explained the “associated account” option that authorizes another person to pick up hold items. Board Member Totten suggested adding “*associated accounts are available at the library*”. Mr. Norwood agreed it was a good suggestion and further explained patrons are typically advised of this option when signing up for a library card and that both parties must be present to provide mutual consent.

Chair Hartman suggested adding information about the associated accounts in the newsletter. Ms. Norwood also noted it could be added to the internal FAQ to remind staff to mention it when patrons are renewing cards.

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

Chair Hartman reminded the board the purpose of this agenda item was because the third Wednesday was not a convenient day/time for some board members and where three of the board members were absent it was tabled until this meeting in hopes all members would be in attendance.

Discussion ensued related to ensuring no additional conflicts would arise by changing the date, understanding this is a one-time change that remains in place and does not set a precedent. Chair Hartman confirmed going forward the meetings will be held on the second Wednesday of every month at 3:00 p.m. except for July and August when they do not meet.

VICE-CHAIR SEIDEN MOVED TO HOLD FUTURE BOARD MEETINGS ON THE 2<sup>ND</sup> WEDNESDAY OF THE MONTH. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ONE (1). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS O’CONNELL AND TOTTEN VOTED IN THE AFFIRMATIVE. BOARD MEMBER ESPOSITO WAS THE DISSENTING VOTE.

## **6. Future Board Retreat**

Chair Hartman noted this was on the agenda in June but held for review this month because three of the board members were absent. She explained a prerequisite to having a retreat is having something meaningful to talk about that cannot be done during the normal course of a meeting. Discussion ensued with concerns raised about not having a reason for a retreat.

VICE-CHAIR SEIDEN MOVED TO TABLE DISCUSSION ON THE BOARD RETREAT UNTIL NEXT MONTH. BOARD MEMBER O’CONNELL SECONDED THE MOTION.

BOARD MEMBER TOTTEN MOVED TO AMEND THE MOTION TO TABLE DISCUSSION ON THE BOARD RETREAT AND TO SCHEDULE A RETREAT SHOULD A TOPIC ARISE. BOARD MEMBER ESPOSITO 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. THERE WERE NO DISSENTING VOTES.

## **8. Director's Report**

Alicia Brillon, Senior Manager, provided the Library Board with a summary of current events in the library.

- College and Career Corner
- Mustang Story Room Project – Sound wall
- Seed Library
- Library Card Sign-up Month Results
- Upcoming Friends and Library Events

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

- Board Member Esposito provided information on upcoming events planned by the Civic Center TAB.
- Vice Chair Seiden discussed Carnegie Corporation of New York recently unveiled online series called the Secret Live of Librarians, the recipients of the I Love My Librarian Award 2024 from the American Library Association, and *The Secret Lives of Booksellers and Librarians* by James Patterson and Matt Eversmann.
- Board Member Totten discussed her attendance at the Hitchcock Movies and the Fall and Winter Gardening Expo at Mustang Library and noted it would be a great opportunity to partner with them on the Seed Library.
- Chair Hartman provided an update from the Friends of the Library noting their 24-Hour Donor Challenge will be held on October 23<sup>rd</sup> with a goal of \$6,000 to go towards the summer reading program. Donations can be made online via the Friends website.

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

Future Meeting agenda items could include:

- Revisit the Budget
- Public Comment Statement
- Sound wall at Mustang Library
- Incident Reports
- ASU Speakers
- Safety and Security at Branches

Next special meeting: Wednesday, November 13, 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 FOUR (5) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS ESPOSITO, O'CONNELL 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 5:03 p.m. Recorded and Transcribed by eScribers, LLC.