



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, December 11, 2024  
Civic Center Library  
Platinum Room  
3839 N. Drinkwater Blvd.  
Scottsdale, AZ 85251

**PRESENT:** Chair Freda Hartman, Vice-Chair Enid Seiden, Board Members Sam Campana, Roselyn O'Connell, Janice Shimokubo, and Leslie Totten (arrived at 3:10 p.m.).

**ABSENT:** Natalee Esposito-Holliday

**STAFF:** Judy Doyle, Community Services Assistant Executive Director; Mike Beck, Library Director; Tamera Norwood, Senior Library Manager; Sarah Kaufman, Senior Library Manager; Rebekka Jones, Collection Management Coordinator; Lee Schnoor, Department Technology Supervisor; Mike Murphy, Business and Analytics Manager; Javier Mendoza, Administrative Assistant,

**GUESTS:** Sarah Kearney, Blue Zone Representative

**Call to Order**

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

**Roll Call**

Members present as listed above.

Chair Hartman introduced Board Member Shimokubo who shared a little about herself.

Director Beck introduced Sarah Kaufman, Senior Library Manager over Programs, Outreach, and Training who shared a little about herself.

**Public Comment:**

No members of the public were present.

**Minutes – November 13, 2024**

Vice-Chair Seiden noted corrections under agenda items 5 and 9.

VICE-CHAIR SEIDEN MOVED TO APPROVE NOVEMBER 13, 2024, LIBRARY BOARD MEETING MINUTES AS AMENDED. BOARD MEMBER O'CONNELL SECONDED THE MOTION, WHICH CARRIED FOUR (4) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS CAMPANA, AND O'CONNELL VOTED IN THE AFFIRMATIVE. BOARD MEMBER SHIMOKUBO ABSTAINED. 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, noting that patrons continue to provide comments on outstanding customer service and programs. Other comments were made regarding a book series and Appaloosa Teen Group.

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

Michael Beck, Library Director, advised there are no changes from the November meeting and the operating budget request will be submitted on Friday, December 13<sup>th</sup>. Everything is tracking well on the Capital Improvement Projects and Budget Decision Packages with no changes since November's meeting. At Chair Hartman's direction, Director Beck discussed recommending the Platinum Room being added to the queue for the public to rent for a fee.

Mike Murphy, Business and Analytics Manager, noted the library budget is in good shape and will be submitted by Friday.

Judy Doyle, Community Services Assistant Executive Director, provided an overview of the process from submission of the operating budget on Friday, to adoption of the final budget in June 2025.

In response to Chair Hartman's inquiry regarding the addition of the Platinum Room, Ms. Doyle explained the process runs parallel with the budget process and all rate and fee changes will be presented to the City Council in March to be formally adopted in May. However, this may not need to go before the City Council as they are not asking to change any rates or fees, only adding a room to the currently established rates and fees. Ms. Doyle will confer with the legal department and provide follow-up information. A discussion ensued to clarify that the room is currently not available for public use and would not be until July 1, 2025, and only if approved by Council.

Director Michael Beck also noted that although revenue received from the room rentals goes into the General Fund, his request for new equipment comes out of the General Fund. Board Member Totten clarified this issue would not be added to the City Council's public comment if it does not go before them. A brief discussion ensued.

### **3. Scottsdale Blue Zone – Seed Library Project**

Sarah Kearney, Blue Zone Representative, provided an overview of Blue Zone, discussing its history, mission, work areas, and the work they are doing across the community. As it relates to the library, Blue Zone funded the Seed Library expansion, streamed the Netflix documentary series "*Live to 100: Secrets of the Blue Zones*," and donated Blue Zone books.

In response to Board Member Totten's question, Director Beck confirmed the Seed Library expanded to all four branches, and 1,300 seeds have been checked out since November 1st.

Vice-Chair Seiden suggested a food-to-table program. Ms. Kearney noted they are looking into that. Board Member Campana prompted a discussion on the Blue Zone Personal Pledge project. Board Member O'Connell suggested providing additional information with the seed packet. Board Member Shimokubo suggested a community garden at the library.

Ms. Kearney provided her contact information, and the Blue Zone website should there be additional questions or should anyone be interested in being a volunteer or ambassador.

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

Tamera Norwood, Senior Manager, discussed the Loan Guideline policy, which is the framework for library card use. Ms. Norwood reviewed the revised policy noting the procedural change to the number of times an autorenewal can occur. She explained how MAX, an inter-library loan program within Maricopa County, works.

In response to Board Member questions, Ms. Norwood clarified the Loan Guideline Policy is about the procedures for using library cards, and patrons are assured fair and equitable access to all library materials. The number of books that leave Scottsdale are not overwhelming and does not affect patrons. There are safeguards in place that ensure local patrons' ability to access materials is not infringed upon.

#### **5. FY2024-25 Q1 Quarterly Report Update**

Mike Murphy, Business and Analytics Manager provided an overview of Q1 for FY2024-25 that included trends in library statistics compared to previous years. Overall, the numbers are increasing, which reflects a healthy library system. Director Beck discussed the possibility of using books from the bookshops and creating online bookstores through Amazon and eBay.

In response to the Board Member questions, Director Beck discussed the reduction of desktop computers, saving taxpayers \$2,000 per computer, because patrons are using their smartphones, tablets, and laptops. The board was provided with the report to show a sustained increase in library usage. A discussion ensued pertaining to Chair Hartman's suggestion of using "value added" when talking about the value library services provide the public.

#### **6. Library Collection Development**

Rebekka Jones, Collection Management Coordinator, discussed the process for purchasing materials for the physical and digital collections. The collection budget is mainly funded by the General Fund but also receives money from the County through the Library Assistance Program and a Special Revenue account funded by sales from the Library Book Shop. An overview of the selection process was provided, noting they use two contracted vendors and materials must meet circulation requirements and format restrictions.

In response to Board Member questions, Ms. Jones explained how requests through customer comments are handled. A discussion ensued regarding highlighting local authors within the library and the previous "Authors Table". Ms. Norwood advised they are investigating how to bring attention to local authors. Ms. Jones explained the use of Collection HQ software that creates an algorithm to determine which books and how many copies to order based on past usage. She clarified the library does not accept donated books for circulation unless they are by local authors participating in the local author collection.

## **7. Library Board 2024 Annual Report Draft Document Review**

Michael Beck, Library Director, provided an overview of the purpose of the Annual Report, use of the official template, and Chair Hartman's supplemental report.

Chair Hartman discussed the contents of her supplemental report, which provides more information and recognizes the Library Board for what they have accomplished. Options for including this supplemental report into the official template were discussed. Board members were asked to review the template report and Chair Hartman's supplemental report and be prepared to discuss and vote on it at the January meeting.

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

Michael Beck, Library Director, provided the Library Board with a summary of library events.

- Sarah Kaufman will be overseeing programs, outreach, and training
- Use of library courier van as a pop-up book mobile at special events
- Ultimate Family Play Date recap
- Design a Library Card contest
- College and Career Corner updates
- Upcoming Friends and Library Events
- Annual Report accomplishment overview

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

- Board Member Campana provided a summary of a Friends of the Library meeting including upcoming events.
- Vice Chair Seiden noted she and Board Member Totten presented gifts to staff and had a meeting with Medina Zick, Branch Manager.
- Chair Hartman noted she attended the Ultimate Family Play Date, as well as meeting with Director Beck, and attending different organization meetings.

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

Future Meeting agenda items could include:

- Library Board Annual Report

Next special meeting: Wednesday, January 8, 2025, at 3:00 pm at Mustang Branch Library

## **11. Adjournment**

VICE CHAIR SEIDEN MOVED TO ADJOURN THE MEETING. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR HARTMAN, VICE-CHAIR SEIDEN, AND BOARD MEMBERS CAMPANA, O'CONNELL, SHIMOKUBO, 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 5:16 p.m.

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