

**GLENDALE PUBLIC LIBRARY
LIBRARY ADVISORY BOARD MEETING**

Minutes

Thursday, February 19, 2009

7:00 P.M.

Main Library

5959 W. Brown St.

Glendale, AZ 85302

Members Present:

JoAnn Lee, Chairperson

Brian Bates

Sandi Burr

Camille Donley

John Geurs

Cherie Hudson

Brianna Shuttleworth

Robert Villalobos

Kenneth Wixon

Others Present:

Sue Komernicky, Library Director

Lenore Tancke, Library Staff

Emily Linkey, Youth Librarian

Casey Van Haren, Library Operations Supervisor

Members Absent:

None

CALL TO ORDER

Ms. Lee, Chairperson, called the meeting to order at 7:00 p.m. Board members were complimented and thanked by Ms. Lee for their consistent attendance and promptness.

APPROVAL OF MINUTES

Mr. Bates moved that the minutes of the meeting held January 15, 2009 be approved as written. The motion, seconded by Ms. Donley, passed unanimously.

LIBRARY OVERDUE MATERIALS/FINES & FEES REPORT

Ms. Casey Van Haren, Library Operations Supervisor at the Main Library, presented board members with an overview of the library's overdue materials policy, as well as a report of the library's fines and fees schedule. An electronic copy of the presentation is attached.

Mr. Geurs questioned whether the library expended more in collection efforts than it received in return and Ms. Van Haren explained that the library enjoyed a “budget neutrality” clause in our contract which guarantees that the library will never have to pay more than is recovered by Unique Management Services. Thus far, UMS has facilitated the recovery of over \$364,000 in materials and \$373,000 in fines and fees, at a cost to the library of \$179,000.

Ms. Burr asked what methods of payment were available for patrons, as well as credit card procedures. Ms. Van Haren explained that patrons may pay in a variety of ways: by mail, in person, via the self-check machines, or by phone using a credit card. The library does not charge a fee for credit card payments. In the future, we look forward to being able to offer patrons the ability to pay via the library’s website. Ms. Burr questioned the library’s policy in the event a patron paid for a lost book, then subsequently found and returned it. If the patron returns the item within six months of payment, they will receive a refund, less the maximum overdue fine of \$5.00.

RULES OF CONDUCT

Library staff recently completed a review of the “Rules of Conduct” policy, last done in 2004. Periodically, the policy is revised based on the library’s specific conditions as well as consideration of other libraries’ policies. Staff has asked to add a clause prohibiting the increasingly popular wheeled footwear being worn by children, due to its hazardous nature, not only for the child wearing them, but for other library patrons as well. Ms. Donley suggested that the issue of offensive clothing be addressed. Ms. Komernicky will take the topic forward for an opinion by the City Attorney. Ms. Lee suggested changing the phrase “use of a public library” to read “legitimate use of a public library.” The suggested revisions will be forwarded to the City Attorney for approval and board members will be asked to vote on endorsement at the next meeting of the Library Advisory Board. Ms. Burr commented that the “Rules of Conduct” should not only be posted throughout the library, but distributed to all new card holders as well.

LIBRARY DIRECTOR UPDATE

Ms. Komernicky provided updates on the following:

- “Employee of the Month” Award—Anna Caggiano, Library Assistant 3 at the Main Library, was selected as “Employee of the Month” for February. Anna has been recognized for her diligence, dedication and team attitude. She consistently goes above and beyond in her service to both the public and to internal staff with her expertise and grace. Ms. Lee will be sending a congratulatory note to Anna on behalf of the Library Advisory Board.
- Book Sale—The Main Library’s Mega Book Sale will be held on Saturday, February 21st, from 9:00 until 3:00. This year’s event will be staged on the south side of the library. Lorraine Pino, of the city’s Tourism Office, has been receiving calls from citizens interested in donating materials for the Book Sale. Ms. Lee asked if volunteers were needed for the event. Ms. Komernicky said that all volunteers would be welcome, particularly those who are able to assist at the cash registers.
- Luke Air Force Base—Staff members have begun collaboration with Luke AFB on Part II of the Glendale History Alive grant.
- Budget—City Council will begin addressing the FY 09-10 budget on March 17th. At this point the city has a hiring freeze and the library expects to potentially lose up to 8 employees to retirement. Once the

impact of retirements is assessed, Ms. Komernicky will begin the process of reorganization, in order to provide the best possible service to our patrons. Ms. Hudson asked if a reduction of library hours is anticipated. Ms. Komernicky said that a variety of options are being investigated, dependent upon budget and loss of personnel. The city has announced a voluntary furlough program, in which employees may volunteer up to four days of time off, without pay. A program of retirement incentives is being discussed as well. Mr. Geurs asked if library usage had increased as a result of the economic situation, as is usually the case. Ms. Komernicky stated that all three libraries have seen an increase in both circulation and walk-in traffic. Ms. Lee asked if grant funding was more limited now. Ms. Komernicky replied that LSTA (Library Services and Technology Act) funding appeared to be in tact for next year, but its future beyond that is unknown. Mr. Geurs asked if a program of cross-training had begun and was assured by Ms. Komernicky that it has.

- Publicity—Ms. Komernicky asked board members to let her know if they would like to see any publicity relating to the library. Established protocol will be followed through the city's Marketing Department.

LIBRARY ADVISORY BOARD COMMENTS AND SUGGESTIONS

Ms. Burr would like to see a "Friends of the Library" group revived. Ms. Komernicky replied that it may be discussed in the future, but no new programs will be addressed at this time.

Several board members raised the possibility of soliciting donations from sports teams, corporations or the general public for both materials and financial support. Ms. Lee suggested time be set aside at the next meeting to brainstorm ideas for support and augmentation of the library's holdings.

Ms. Lee asked about the progress of the library's efforts to help the local schools. Ms. Komernicky reported that Carolyn Grote, Youth Librarian at the Main Library, has been meeting with teachers and PTA groups. The response has been very favorable from the schools, particularly with training in the library's available electronic databases.

COMMENTS

There were no members of the public present at the meeting.

ADJOURNMENT

Ms. Hudson moved that the meeting be adjourned. The motion, seconded by Mr. Bates, passed unanimously. The meeting was adjourned by Ms. Lee at 8:10 p.m.

Respectfully Submitted,

Lenore Tancke