

**GLENDALE PUBLIC LIBRARY
LIBRARY ADVISORY BOARD MEETING**

MINUTES

Thursday, April 15, 2010

7:00 P.M.

Main Library

5959 W. Brown St.

Glendale, AZ 85302

Members Present:

Ms. Camille Donley, Chairperson
Ms. Allison Tedford
Ms. Char Sharp
Ms. Katy Bickerstaff
Mr. Kenneth Wixon

Others Present:

Ms. Sue Komernicky, Library & Arts Director
Ms. Cynthia Burmeister, Secretary, Glendale Library
Ms. Tami Miller-Earick, Librarian, Technical Services
Ms. Casey VanHaren, Library Operations Supervisor
Mr. Michael Hahn, Library Technology Coordinator
Ms. Cheryl Kennedy, Library Manager

Excused Absence:

Ms. Sandra Burr
Ms. Sarah Mitchell

Unexcused Absence:

Ms. Cherie Hudson, Vice Chair

CALL TO ORDER

Ms. Donley, Chairperson, called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Ms. Donley requested a motion to approve the minutes of the meeting held March 18, 2010. A motion to approve was made by Ms. Tedford. The motion, seconded by Ms. Sharp, passed unanimously.

BEHIND THE SCENES TOUR

Library staff provided a "Behind the Scenes" overview and tour of the three departments that the public never sees, but are critical to the many functions of the library system. Ms. Miller-Earick, the supervisor of the Technical Services Department demonstrated the many processes that a book goes through before reaching library patrons, including purchasing, cataloging and mending. Mr. Hahn, technology coordinator, provided information and a tour of the "heart" of the library, the server room, and discussed how the equipment in this room provides the "nuts and bolts" of how the library does business. Finally, Ms. VanHaren, library operations supervisor, showcased the Circulation Services Department and the processes that happen in this area that are crucial to ensuring that materials are checked in and placed back out to the shelves for library patrons. Ms. Kennedy, Library manager over the departments mentioned above, was also in attendance and provided additional information.

BUSINESS PLAN ADJUSTMENTS

Ms. Komernicky presented the tentative library business plan adjustments for FY 2010/11 including new hours based on public input provided at the three budget hearings and City Council workshop sessions, and library fee adjustments. The adjustments being considered include an increase in non-resident cardholder fees of \$5.00 quarterly, raising the fee for held items not picked up from \$.25 to \$1.00 and a lost card fee increase from \$1.00 to \$2.00. Additionally, Ms. Komernicky asked for input from the Library Advisory Board on meeting room fees. Currently the library does not charge for the use of its meeting rooms. Ms. Komernicky stated that staff surveyed other libraries in the surrounding metro area, as well as other city facilities on their meeting room fees to come up with what is being proposed to Council. Discussion ensued

regarding resident/non-resident users, types of events held, hourly versus flat rate charges, and how the meeting rooms are currently booked. Ms. Komernicky provided statistical information on the number of current users, types of organizations, and current policy and regulations. Ms. Komernicky stated that charging the proposed fees for library meeting room use was a business decision. The following represents the feedback from some of the library board members on the meeting room fees:

- Proposed fees are high, although some members were surprised we did not charge.
- Auditorium should already be charging fee.
- Charge flat rate fee.
- Community events should not be charged for room usage.
- Small business brings revenue to the city along with training and educational opportunities to Glendale residents.
- Provide discounted fees to those groups that offer to volunteer with the library.
- Groups might be able to use dues to pay for fees.
- Establish an over the limit fee of ½ the original hourly fee for additional time used in the meeting room.
- Establish a minimum hourly meeting requirement.
- Non-profit groups come from all over the valley.
- Advertising our meeting rooms, especially the auditorium, would be beneficial to city business.
- Update verbiage on meeting room application.
- A minimum number of hours per reservation for the auditorium included three with additional charges at peak hours and four hours to cover costs.
- Electronic equipment is not provided with room use.

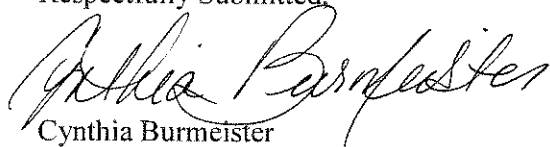
LIBRARY DIRECTOR UPDATE

- Ms. Komernicky announced that the damaged flooring in the Youth Department had been removed and replaced.
- Ms. Komernicky read the nomination for Janet Loyd, April's Employee of the Month.
- Arizona Library Legislative Day will take place on April 21st at the State Capital. This is an annual event, this year celebrating the many contributions of the library. Ms. Komernicky will be attending.
- National Library Week is being celebrated this week, April 11th - 17.
- "Turn Off the TV Week" will take place April 18th - 24. There will be a variety of programs and events for all ages.
- Ms. Komernicky stated that the lighting fixtures for Main library have been chosen. The Library is working with the City's Building Maintenance Department. This item will go before Council in the next few months.

ADJOURNMENT

Ms. Donley requested a motion to adjourn the meeting. Ms. Sharp moved that the meeting be adjourned. The motion, seconded by Ms. Tedford, passed unanimously. The meeting was adjourned by Ms. Donley at 8:41 p.m.

Respectfully Submitted,


Cynthia Burmeister