

**GLENDALE PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD MEETING  
MINUTES**

Thursday, November 18, 2010

7:00 P.M.

Main Library

5959 W. Brown St.

Glendale, AZ 85302

**Members Present:**

Ms. Katy Bickerstaff  
Ms. Sandra Burr  
Ms. Cherie Hudson  
Ms. Marlowe Myers  
Ms. Char Sharp  
Ms. Allison Tedford

**Others Present:**

Ms. Sue Komernicky, Library & Arts Director  
Ms. Cynthia Burmeister, Secretary, Glendale Library  
Ms. Kathy Hamel, Library Manger, Main Library

**Excused Absence:** Ms. Camille Donley  
Mr. Ken Wixon

**Unexcused Absence:** Mr. Pascal Tjahjo

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Ms. Sharp requested a motion to approve the minutes from the meeting held on October 21, 2010. A motion to approve was made by Ms. Hudson. The motion, seconded by Ms. Burr, passed unanimously.

**E-BOOKS**

Library manager Kathy Hamel described the different E-Book collections the library offers and gave a presentation to the board on how to download electronic books. Several readers were passed around for board members to view.

**LIBRARY ADVISORY BOARD GOALS**

Board members discussed the progress on their goals in addition to discussing, revising and creating new goals for the 2011 calendar year. Board members have toured the Velma Teague and Glendale Main libraries. A tour of the Foothills branch is forthcoming. Items five and six have been completed. Ms. Myers suggested adding additional verbiage to goal number four and Ms. Burr suggested adding goal number eight as follows:

- (4) Each board member corresponds with their respective council members on library activities *and provides feedback to the board.*
- (7) Be a *strong* advocate for library services by talking to citizens about volunteering, programs, library materials, etc.
- (8) *Suggest opportunities to promote the libraries to the community.*

The goals will continue through the 2011 calendar year.

Ms. Sharp requested a motion to approve the goals. A motion to approve was made by Ms. Hudson. The motion, seconded by Ms. Bickerstaff, passed unanimously.

### **DECEMBER 2010 MEETING**

Library Advisory Board Members usually do not meet the month of December. Board Members discussed vacating December's Library Advisory Board meeting.

Ms. Sharp requested a motion to vacate the December 2010 meeting. A motion to vacate the meeting was made by Ms. Hudson. The motion, seconded by Ms. Bickerstaff, passed unanimously.

### **LIBRARY DIRECTOR UPDATE**

- Ms. Komernicky read the nomination for Emily Linkey, November's Employee of the Month.
- Ms. Komernicky followed up on Ms. Myers suggestion to set up signage to recruit library volunteers. This sign has been placed in various locations throughout the libraries and has proved a success.
- The Community Services Group fundraiser went well. Revenue for the Community Services Group generated \$425.00.
- The Foothills branch library brought in \$2800 from their book sale.

### **LIBRARY ADVISORY BOARD COMMENTS AND SUGGESTIONS**

- Ms. Sharp suggested contacting the Southwest Jobs Network to inquire about teaching classes at the Glendale libraries on job search techniques. Ms Sharp said she would provide the name of the individual to contact.
- Ms. Sharp suggested incorporating verbiage in the meeting room application that donations are gladly accepted for meeting room reservations/maintenance.
- Ms. Sharp suggested checking with the Mayor's Youth Advisory Commission to obtain additional volunteer help and possibly assist with their hourly requirements.
- Ms. Burr would like the Council members to view the presentation entitled "A Day In the Life of A Library".
- Ms. Burr suggested that Ms. Bickerstaff contact new Council member Alvarez regarding library hours and operations.
- Ms. Burr suggested using marketing strategies to advocate the libraries. She suggested newspaper articles advertising library sponsored events and other topics of interest such as the Council Members favorite books display that was previously completed.
- Ms. Burr inquired about the book return slot at Foothills and if an efficiency team had looked into solutions. Ms. Komernicky indicated that the Main Library did share the responses from the LEAN process with the other libraries; however, due to the configuration of the inside book drop at Foothills there was not enough room to put three different slots.
- Ms. Burr suggested setting up a table in the library lobby for public donations, using informational flyers to express library needs. Ms. Komernicky will talk with the Community Services Group of which the library is a member.
- Ms. Burr suggested bringing snacks in to the library volunteers to express appreciation for their continued efforts.
- Ms. Bickerstaff told of an incident regarding her daughter and a Velma Teague Library employee a few years ago. The employee helped with an injury sustained by Ms. Bickerstaff's daughter before the library was open. Ms. Bickerstaff wanted to demonstrate the kindness and dedication of library personnel and express her gratitude for such people.
- Ms. Myers expressed her enjoyment of the Glendale Jazz and Blues Festival. One of the art projects included footprints of her daughter.

- Ms. Komernicky talked about the Public Safety Memorial located in downtown Glendale. It is comprised of solid granite and the pictures of the fallen officers are set to be installed. The dedication is set to take place the first part of January.

## **ADJOURNMENT**

Ms. Sharp requested a motion to adjourn the meeting. Ms. Tedford moved that the meeting be adjourned. The motion, seconded by Ms. Hudson, passed unanimously. The meeting was adjourned by Ms. Sharp at 8:28 p.m.

Respectfully Submitted,

Cynthia Burmeister