

Minutes LIBRARY ADVISORY BOARD November 2, 2009

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on Nov. 2, 2009, in the Tempe Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Kirk Deem, Chair
Cyndi Newburn, Vice Chair
Patricia (Trish) DeGraaf
Jeanette Daane
Kathy Hayden
Paul Hubbell
Ira King, Jr.

(MEMBERS) Absent:

None

City Staff Present:

Rachael Peterson, Administrative Assistant – Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Manager - Library & Cultural Services Division
Sherri Warren, Library Supervisor
Clay Workman, Library Operations Supervisor

Guests Present:

None

Agenda Item 1 - Call to Order

- Kirk Deem, Library Advisory Board (LAB) Chair, called the meeting to order at 6:30 p.m.

Agenda Item 2 - Approval of the Oct. 5, 2009, Board Minutes

- **MOTION:** Paul Hubbell moved to approve the minutes.
SECOND: Cyndi Newburn seconded.
DECISION: Minutes approved.

Agenda Item 3 - Monthly Activity Report: Sept. 2009

- Adrienne Richwine reported that the Sept. 2009 Library Statistics document will be available for review online on Oct. 12; Richwine encouraged the board members to visit

the following link to view the statistics document:
<http://www1.tempe.gov/library/ts/stats.htm>.

- Clay Workman, Library Operations Supervisor, encouraged the Library Advisory Board (LAB) members to view the Sept. 2009 statistics document located in their meeting packet; Workman acknowledged the following trends:
 - A decrease in Library door count numbers of approximately 521 patrons (1.5%)
 - Fewer registered patrons due to unexpected congestion as a result of the Tempe Library Renovation Project
 - A general decrease in Tempe Library-related activity
 - A decrease in public computer usage
 - A decrease in the amount of borrowed materials
 - An increase in Tempe Library reserves
 - A decrease in subscription database usage as a result of funding being pulled by the Maricopa County Library District (MCLD)
 - An even number of reference transactions
 - An increase in electronic resources (remote databases, ebscohost.com, ebooks, audiobooks, etc.)
 - A decrease in Tempe Library programming
- Cyndi Newburn inquired about the amount of computers available for public use throughout the duration of the Library Renovation Project. Workman reported that the amount of computers available for public use decreased; Workman further reported that the Library issues 20-minute guest passes to its patrons. Workman added that the Library patrons actively pursue the use of in-house resources when computers are not available.
- Paul Hubbell inquired about the amount of people who presently bring their personal laptop computers to the Library. Workman stated that he cannot track the amount of people who utilize personal laptops; Workman added that future browser settings on the Library's proxy servers may be able to track the number of patrons who connect to the Library's Wi-Fi services.
- Kirk Deem praised C. Workman for his presentation; Deem encouraged C. Workman to change the format of the Library's statistics documentation to reflect the evolution of the Tempe Library and further encouraged Workman to present a new format of the Library statistics documentation to the LAB when appropriate.
- Kathy Hayden reported that she'd like to see the Tempe Library's statistics presented in a general format that can be used as a tool to help guide the LAB through the decision-making process.
- C. Workman reminded that LAB that the library statistics documentation may be viewed by visiting <http://www1.tempe.gov/library/ts/stats.htm>.

Agenda Item 4 - Library Report - Adrienne Richwine, Deputy Community Services Manager - Library & Cultural Services Division

- Adrienne Richwine reported that a mercury spill occurred on Tempe Library grounds on the evening of October 14. Richwine added that upon receiving notice of the mercury spill, the Tempe Fire Department responded to the Library and found trace amounts of mercury on the exterior grounds near the Library's main entrance. Richwine stated that the Tempe Fire Department facilitated the clean-up of the mercury outside of the Library's main entrance.

- A. Richwine further reported that an additional mercury spill occurred at 1 p.m. on Oct. 15 in the Tempe Library. Richwine stated that a Library patron observed a mercury spill near a public access computer; Richwine added that City of Tempe (COT) staff and 200 Library patrons evacuated the Library and its exterior grounds immediately per response of the Tempe Fire Department and the Tempe Police Department. Richwine further reported that the COT's clean-up contractor worked with the Tempe Fire Department to determine the appropriate containment and clean-up of the mercury spill.
- Ira King, Jr. inquired about the amount of mercury recovered by the clean-up crew and the Tempe Fire Department; Clay Workman stated that in regards to the spill that occurred on Oct. 15, approximately ½ cup of mercury was recovered by the clean-up crew and the Tempe Fire Department.
- Trish DeGraaf further inquired about the possibility of placing security cameras throughout the Library; C. Workman stated that security cameras may be part of the Library Renovation Project.
- A. Richwine reported that the City is presently addressing a 22.4 million dollar operating budget deficit; Richwine encouraged the Library Advisory Board (LAB) members to view the announcement in their meeting packet in regards to Tempe community budget forums. Richwine added that budget cuts are inevitable; Richwine reported that several City departments are being consolidated as a result of the deficit. Richwine further explained that the COT Community Services Department will merge with the COT Recreation Department.
- Kirk Deem inquired about the possibility of being an advocate for the Tempe Library; Cyndi Newburn recommended that the members of the LAB act as advocates for the Tempe Library after information is released in regards to specific proposed budget cuts to the Tempe Library.
- C. Workman encouraged the LAB members to attend a hard-hat tour of the Library Renovation Project set to take place upon the conclusion of the LAB meeting.
- A. Richwine reported that Lily Rice was selected to fill a vacant librarian position within the Youth Library.
- K. Deem inquired about possible Library position eliminations as a result of the City's budget deficit; A. Richwine explained that pending retirements and vacant positions will be factors in the decision-making process to propose position eliminations within the Tempe Library.
- A. Richwine announced that the Library's circulation staff team merged with the reference staff team. Richwine added that Library staff members serve as Library greeters to address patron needs as patrons enter the Library building.
- Jeanette Daane inquired about the possibility of continuing to maintain Library greeters at the Library's main entrances; A. Richwine confirmed that Library patrons are responding well to the Library's new service model and that the Library staff and its volunteers will continue to serve as greeters after the completion of the Library Renovation Project.
- A. Richwine encouraged the LAB members to attend the Danish Christmas celebration at the Petersen House Museum; Richwine added that the Danish Christmas celebration is scheduled to take place at 10 a.m. on Dec. 6, 13 and 20, at the Petersen House Museum, 1414 W. Southern Avenue.

- A. Richwine announced that House of Tricks recently played host to a wine fiesta; Richwine reported that the Friends of the Tempe Library representatives attended the fiesta. Richwine further reported that the Tempe Library's Youth Services area will be the beneficiary of the House of Tricks' Wine Fiesta Fund.
- A. Richwine encouraged the LAB members to view the Tree of Lights display on the second floor of the Tempe Library. Richwine added that the fee to place a light on a tree is \$5; Richwine further explained that all proceeds from the Tree of Lights display benefit the Tempe History Museum's Oral History Program.

Agenda Item 5 - Update: Tutor.com and Library Grants - Sherri Warren, Library Supervisor

- Sherri Warren, Library Supervisor, presented the following information to the LAB members:
 - Tutor.com: The COT contract with Tutor.com began in October, 2009; the Tempe Diablos contributed \$16,000 towards Tutor.com services at the Tempe Library for one year
 - Veterans History Project Grant: Programming funded by the Pascua Yaqui Tribe is set to take place in the Tempe Connections Café Meeting Room; Larry Conway, Programming Coordinator, will schedule oral history reports to be presented at the Tempe Library
 - Library Services and Technology Act (LSTA) Grants: A Discover, Explore and Read grant in the amount of \$21,200 will allow additional science and literacy-based programming to occur at the Tempe Library; a Parent Early Child Literacy grant in the amount of \$16,000 will help to fund a baby reading program that will teach six pre-reading skills to its participants
- Kirk Deem thanked Sherri Warren for her enthusiastic presentation; additionally, K. Deem inquired about the possibility of losing Library staff grant writers due to the present status of the budget.
- Adrienne Richwine reported that the City of Tempe assembled a task force to assess grant writing throughout the City; Richwine added that the task force is presently assessing Tempe Library grants.

Agenda Item 6 – Friends of the Tempe Public Library Report

- In the absence of Jan Nicpon, President of the Friends of the Tempe Library, Adrienne Richwine reported that a recruitment session occurred in October to gather volunteers for the new Friends of the Tempe Library Book Store. Richwine added that the Friends of the Tempe Library organization was also present at Tempe Tardeada, an annual celebration of Tempe's Hispanic heritage and future; Richwine further reported that the Tempe Community Center Complex Courtyard played host to Tempe Tardeada at 12 p.m. on October 11.
- A. Richwine announced that IKEA donated 150 books to the Friends of the Tempe Library; Richwine added that IKEA is donating five book shelves to the Friends to be used within the new book store.

Agenda Item 7 – Board Members' Announcements

- No announcements.

Agenda Item 8 – Renovation Project Hard Hat Tour: Clay Workman, Library Operations Supervisor

- Clay Workman facilitated a hard hat tour outlining the progress of the Tempe Library Renovation Project.

The next meeting is scheduled for 6:30 p.m. on Feb. 1, 2010, in the Tempe Library Board Room.

Meeting adjourned at 7:15 p.m.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title

APPROVED