



Minutes
LIBRARY ADVISORY BOARD
April 5, 2010

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on April 5, 2010, in the Tempe Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Kirk Deem, Chair
Patricia (Trish) DeGraaf
Kathy Hayden
Paul Hubbell
Ira King, Jr.
Dawn Thacker
Johnny Tse
Kurtis Zinger

(MEMBERS) Absent:

Cyndi Newburn, Vice Chair

City Staff Present:

Anna-Marie O'Brien, Adult Services Supervisor - Tempe Public Library
Rachael Peterson, Administrative Assistant - Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Manager - Library & Cultural Services Division

Guest(s) Present:

None

Agenda Item 1 - Call to Order

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

Agenda Item 2 - Approval of the Feb. 1, 2010, Board Minutes

- **MOTION:** Kathy Hayden moved to approve the Feb. 1, 2010, Library Advisory Board minutes document.
SECOND: Trish DeGraaf seconded.
DECISION: Feb. 1, 2010, minutes document approved.

Agenda Item 3 - Activity Reports: Dec., 2009; Jan. & Feb., 2010

- Adrienne Richwine, Deputy Community Services Department Manager - Library and Cultural Services Division, acknowledged the following statistics compiled by Clay Workman, Tempe Public Library Operations Supervisor:
 - Library door count numbers decreased in Dec., 2009; door count numbers increased in Jan. and decreased a second time in February, 2010
 - Reference transaction statistics may be revisited; statistics seem high in relation to previous months
- A. Richwine announced that the Library's new computer commons area is open; Richwine added that the Library is also in the process of installing a new point-of-sale system. Richwine affirmed that both the computer commons area and the point-of-sale system are high-priorities; Richwine added that C. Workman is still in the process of compiling a more user-friendly statistics report and hopes to present an updated document to the Library Advisory Board members upon completion of the Tempe Public Library Renovation Project.

Agenda Item 4 - Library Report: Adrienne Richwine, Deputy Community Services Department Manager - Library and Cultural Services Division, and Anna-Marie O'Brien, Adult Services Supervisor - Tempe Public Library

- Adrienne Richwine introduced Anna-Marie O'Brien to the Library Advisory Board (LAB) members; Richwine explained that A. O'Brien holds the position of Adult Services Supervisor within the Tempe Public Library.
- Kirk Deem welcomed A. O'Brien to the meeting; O'Brien encouraged the LAB members to ask her any questions that they may have in relation to adult services within the Tempe Public Library.
- K. Deem inquired about grant applications submitted by the Library staff; O'Brien reported that the Arizona State Library applied for a JOBS grant on behalf of the Tempe Public Library. O'Brien further reported that potential grant monies from JOBS may help to fund permanent staff positions within the new computer commons area at the Tempe Public Library.
- A. Richwine invited the LAB members to participate in the Tempe Public Library's reopening celebration; Richwine encouraged the LAB members to contact Rachael Peterson via email message at Rachael_Peterson@tempe.gov, or via telephone call at (480) 350-5167, to express interest in participating in any events related to the reopening. Richwine explained that the Library is looking to plan a one-week-long celebration, versus a one-day celebration.
- A. Richwine reported that due to the present status of the City of Tempe's General Operating Budget, the Tempe Public Library will reduce its operating hours to 56 hours per week. Richwine stated that the Library staff is currently analyzing statistics related to the Library's public use hours to determine how to best address and meet the needs of the public. Richwine added that the Library staff will put-together an operating plan that she hopes to be able to present to the LAB members before July 1.
- A. Richwine announced that the spaces within the Tempe Public Library's Youth Library are going to be featured on the cover of the summer 2010 Tempe Opportunities Brochure.

- A. Richwine reported that Kim Garza's efforts coordinating the "Afternoons of Mystery" program were recently acknowledged by author Jacqueline Winspear in an article that she wrote for *AZCentral.com*.
- A. Richwine announced that author Jane Bommersbach's book, "Trunk Murderess," will be discussed at 7 p.m. on April 29 in the Connections Café as part of the Library's regularly-scheduled Coffee, Tea & Books program. Richwine added that J. Bommersbach may play a role in the Library's week-long reopening celebration.
- A. Richwine reported that the following "Discover, Explore and Read," programs are scheduled to take place in the Youth Library Storytime Room:
 - National Turtle and Tortoise Society Presentation (11 a.m., April 7)
 - Arizona Science Center's "Really Cool Science" (4 p.m., April 13)
 - Earth Day Event Featuring "Worm Drive the Musical!" (2 p.m., April 17)
 - East Valley "Teller of Tales" (4 p.m., April 21)
- A. O'Brien announced that the Tempe Public Library has developed a partnership with Arizona State University's (ASU) Department of Information Systems Club (DISC), an organization of professionals pursuing Computer Information Systems degrees who are well-versed in information technology and business. O'Brien stated that DISC will offer adult programming at the Library; O'Brien explained that the courses offered by DISC are free and are taught by students as part of their degree program(s).
- Kurtis Zinger affirmed that DISC is a top-rated organization at ASU; Zinger added that DISC frequently networks with ASU's W. P. Carey School of Business.
- A. O'Brien reported that adult classes will be offered once a week and on evenings, contingent upon the Library's operating hours, and will be structured to address and build-upon basic literacy skills.

Agenda Item 5 - Document Approval: Tempe Library Acceptable Use of Electronic Information Resources and the Internet

- Adrienne Richwine presented the Library Advisory Board (LAB) members with the Tempe Public Library Acceptable Use of Electronic Information Resources and the Internet document and requested that the LAB members review the document prior to its approval.
- A. Richwine praised the Library staff for their efforts to work with the Library's patrons to best meet their needs; Richwine stated that the Library staff may override elements of the policy if needed.
- Anna-Marie O'Brien reported that the Library staff updated the acceptable use policy to reflect a change in the number and length of public access computer sessions offered to Library patrons; O'Brien added that the updated policy reflects that patrons holding Tempe Public Library cards in good-standing are allotted a total of four, 30-minute computer use sessions per day. O'Brien further added that the Library's guest pass system is no longer in place.
- Ira King, Jr. inquired about the Library's expulsion policy; O'Brien explained that patrons who violate the Library's acceptable use policy for the first time are asked to vacate the Library. O'Brien added that repeat offenders are permanently banned, or expelled, from the Library.

- Paul Hubbell and I. King inquired about the web filters that are used by the Library; King specifically asked if the Library held a contract with a company to provide web content management services.
- A. O'Brien explained that web content management systems are facilitated through the City of Tempe's Information Technology dept.; O'Brien added that Clay Workman, Library Operations Supervisor, may be able to provide the LAB members with additional information related to the web content management systems utilized by the Tempe Public Library.
- A. Richwine suggested that Clay Workman provide the LAB members with a report in regards to the different systems utilized by the Tempe Public Library at the next regularly-scheduled LAB meeting scheduled to take place at 6:30 p.m. on Monday, May 3, in the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe.
- Kathy Hayden asked if the Library's acceptable use policy has been reviewed by the City of Tempe Attorney's Office; O'Brien confirmed that the policy has been reviewed by the appropriate contacts.
- **MOTION: Paul Hubbell moved to approve the Tempe Public Library Acceptable Use of Electronic Information Resources and the Internet document as presented.**
SECOND: Ira King, Jr., seconded.
DECISION: Tempe Public Library Acceptable Use of Electronic Information Resources and the Internet document approved as presented.

Agenda Item 6 - Document Approval: Tempe Library Study Room Policy

- Anna-Marie O'Brien presented the Library Advisory Board (LAB) members with the Tempe Public Library Study Room Policy document and requested that the LAB members review the document prior to its approval.
- A. O'Brien explained that the existing study room policy was updated to clarify study room reservation and usage information.
- Paul Hubbell inquired about the amount of food and beverage allowed in the Library's study rooms; O'Brien stated that light snacks and beverages are permitted in the study room spaces.
- Kurtis Zinger inquired about the possibility of making back-to-back study room reservations; O'Brien stated that the Library staff reserves the right to make exceptions to the existing study room policy to accommodate the needs of the Library's patrons.
- **MOTION: Kathy Hayden moved to approve the Tempe Public Library Study Room Policy as presented.**
SECOND: Kurtis Zinger seconded.
DECISION: Tempe Public Library Study Room Policy approved as presented.

Agenda Item 7 - Friends of the Tempe Public Library Report

- In the absence of Jan Nicpon, President of the Friends of the Tempe Public Library, Adrienne Richwine reported that the new Friends of the Tempe Library Book Store is doing well; Richwine added that the Library is receiving proceeds from the Friends' book store profits.
- Kirk Deem inquired about the potential groups that may be viewed as competitors of the Friends' book store; Anna-Marie O'Brien explained that Reading Tree and the Friends of

the Tempe Public Library have developed a unique partnership. O'Brien reported that Reading Tree receives material that it forwards to the Friends' book store in exchange for text book material that is donated to Reading Tree by the Friends.

- K. Deem stated that the unique partnership between the Friends and Reading Tree is a good solution to prevent any competition between the Friends and Reading Tree.
- A. Richwine reported that sales at the Connections Café increased in Feb., 2010; Richwine added that she will present the Library Advisory Board (LAB) members with statistics related to café sales at the next regularly-scheduled LAB meeting.

Agenda Item 8 - Board Members' Announcements

- Johnny Tse announced that he plans to attend the 14th Annual Arizona Library Legislative Day on April 21; Tse stated that he will provide the Library Advisory Board (LAB) members with a report in regards to the event at the next regularly-scheduled LAB meeting.

Agenda Item 9 - Adjournment

- Meeting adjourned at 7:25 p.m.

The next meeting of the Library Advisory Board is scheduled for 6:30 p.m. on May 3, 2010, in the Tempe Library Board Room.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title