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**Minutes  
LIBRARY ADVISORY BOARD  
February 2, 2011**

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Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on Feb. 2, 2011, within the Tempe Public Library's Youth Story Time Room, 3500 S. Rural Road, Tempe, AZ.

**(MEMBERS) Present:**

Kirk Deem, Chair  
Paul Hubbell  
Dawn Thacker  
Johnny Tse

**(MEMBERS) Absent:**

Patricia (Trish) DeGraaf  
Kurtis Zinger

**City Staff Present:**

Rachael Peterson, Administrative Assistant - Library & Cultural Services Division  
Adrienne Richwine, Deputy Director - 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 Jan. 5, 2011, Library Advisory Board Meeting Minutes**

- **MOTION:** Johnny Tse moved to approve the Jan. 5, 2011, Library Advisory Board Meeting Minutes.  
**SECOND:** Dawn Thacker seconded.  
**DECISION:** Jan. 5, 2011, Library Advisory Board Meeting Minutes approved.

**Agenda Item 3 - Library Report**

- Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, reminded the Library Advisory Board (LAB) members that she did not attend the LAB meeting in Jan., 2011; A. Richwine reported that a vacant .5 Librarian position within the Tempe Public Library's Youth Library has been filled by a current Tempe Public Library (Library) staff member. Richwine further

reported that the Library's current staffing will be restructured to reflect the reduction of one Library Manager position. Richwine explained that the number of Library Manager positions will be reduced as a means to off-set necessary sales tax cuts to the Library's operating budget over the next five fiscal years.

- Richwine assured the LAB members that in lieu of the Library Manager position reduction, the Tempe Public Library (Library) will not alter its current hours of operation.
- Kirk Deem, LAB Chair, inquired about the Library's use of part-time staff members to staff the Library's service areas. Adrienne Richwine explained that the Library continues to utilize its part-time staff members, as well as discusses and evaluates the possibility of utilizing part-time staff members to staff the Library's reference and circulation areas.
- Paul Hubbell inquired about the Library's use of volunteers; A. Richwine reported that the Library utilizes volunteers for several jobs including book-shelving, entrance greeters and support within the Library's computer pods.
- P. Hubbell further inquired about volunteer reliability; A. Richwine stated that the Library receives reoccurring support services from volunteers, including support services from Arizona State University's DISC Organization. Richwine explained that as a result of support services from ASU's DISC Organization, the Library is able to offer free classes to its patrons that cover different topics at various dates and times; A. Richwine cited computer education classes (Internet Basics, Email, Introduction to Microsoft Word and Social Networking) as examples.
- A. Richwine announced the formation of a book discussion and crafting group at the Tempe Public Library; A. Richwine reported that the group titled, "Sew... You Like to Read?" meets at 6 p.m. within the Library's lower-level Meeting Room B on the first Thursday of every month. Richwine stated that the group will meet on Feb. 3, and will discuss romance-themed books.
- A. Richwine encouraged the LAB members to attend Tempe's Unity Walk on Feb. 5; A. Richwine explained that the walk begins at 10 a.m. within ASU's Lot 59.
- A. Richwine announced that the Tempe History Museum (Museum) is playing host to an event in conjunction with Black History Month at 6 p.m. on Feb. 5 within the Museum's Community Room.

#### **Agenda Item 4 - December, 2010**

- No report. Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, encouraged the Library Advisory Board (LAB) members to view the Dec., 2010, statistics report prepared by Clay Workman, Tempe Public Library Operations Manager, included within the LAB meeting packets.
- Kirk Deem, LAB Chair, suggested that the Tempe Public Library (Library) survey its users to gauge which services are most utilized, as well as under-utilized by the Library's patrons. Johnny Tse agreed that a general analysis of the use of the Library's varied services would be a helpful tool for staff as a means to determine where to allocate resources.

#### **Agenda Item 5 - Library Advisory Board Slate of Officers: 2011**

- Kirk Deem, Library Advisory Board (LAB) Chair, reported that the LAB Nominating Committee met prior to the start of the LAB meeting and recommends the approval of the following 2011 Slate of Officers:

- Chair: Kirk Deem
- Vice Chair: Paul Hubbell
- **MOTION:** Johnny Tse moved to approve the 2011 Library Advisory Board Slate of Officers as presented.
- SECOND:** Dawn Thacker seconded.
- DECISION:** 2011 Library Advisory Board Slate of Officers approved as presented.

#### **Agenda Item 6 - Report: Friends of the Tempe Public Library**

- In the absence of Lupe Camargo, President of the Friends of the Tempe Public Library, Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, reminded the Library Advisory Board (LAB) members that Rob Moore, Friends of the Tempe Public Library Book Store Manager, is leaving his position as Book Store Manager; A. Richwine acknowledged R. Moore's efforts to facilitate the operation of the Friends' Book Store, as well as to establish a revenue-generating online book sales tool for the Friends of the Tempe Public Library.
- A. Richwine announced that Tracy Hokaj, Librarian, will work directly with the Friends and will act as a liaison between the Tempe Public Library staff and the Friends of the Tempe Public Library.
- A. Richwine reminded the LAB members that the Friends of the Tempe Public Library plans to celebrate the anniversary of its Book Store grand-opening the weekend of February 11 and 12, 2011, via outreach to the public, a ribbon-cutting activity, a book sale and other activities. Richwine encouraged the LAB members to attend.
- A. Richwine further reminded the LAB members that per the suggestion of Kurtis Zinger, LAB member, the Friends of the Tempe Public Library has met with, and is partnering with, an Arizona State University (ASU) business fraternity to develop and strengthen the Friends' existing strategic plan.

#### **Agenda Item 7 - Board Members' Announcements**

- No announcements.

#### **Agenda Item 9 - Adjournment**

- Meeting adjourned at 7:13 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wed., March 2, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ, 85282. **\*Meeting Cancelled\***

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

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Kirk Deem  
Library Advisory Board Chair