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## Minutes LIBRARY ADVISORY BOARD November 2, 2011

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Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on November 2, 2011, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ.

**(MEMBERS) Present:**

Kirk Deem, Chair  
Paul Hubbell, Vice Chair  
Patricia (Trish) DeGraaf  
Kurtis Zinger

**(MEMBERS) Absent:**

Dawn Thacker  
Johnny Tse

**City Staff Present:**

Rachael Peterson, Administrative Assistant - Library and Cultural Services Division  
Adrienne Richwine, Deputy Director - Library and Cultural Services Division

**Guest(s) Present:**

Lupe Camargo, President - Friends of the Tempe Public Library

**Agenda Item 1 - Call to Order**

- Kirk Deem, Library Advisory Board (LAB) Chair, called the meeting to order at 6:30 p.m. Deem further requested that Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, add **Public Appearances** to the December 7, 2011, LAB meeting agenda. Deem explained that the LAB welcomes public comment; K. Deem added that in accordance to the **Arizona Open Meeting Law**, the LAB may only discuss matters listed on its meeting agenda(s). Deem stated that matters brought up by the public under Public Appearances that are not listed on meeting agendas may not be discussed by the Library Advisory Board. Deem affirmed that a three-minute presentation limit per person will be in effect.

**Agenda Item 2 - Approval of the October 5, 2011, Library Advisory Board Meeting Minutes Document**

- **MOTION:** Kurtis Zinger moved to approve the October 5, 2011, Library Advisory Board Meeting Minutes document as presented.  
**SECOND:** Trish DeGraaf seconded.  
**DECISION:** October 5, 2011, Library Advisory Board Meeting Minutes

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document approved as presented.

### **Agenda Item 3 - Library Report**

- Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, distributed copies of the **Virginia G. Piper Charitable Trust Report** per the request of **Lupe Camargo, Friends of the Tempe Public Library President**, titled, "Strategies, projects and lessons learned in civic engagement grant-making," to the Library Advisory Board (LAB) members for review.
- A. Richwine noted the addition of the following popular, well-received electronic databases within the Tempe Public Library (Library):
  - **Rocket Languages;**
  - **Freegal Music.**
- A. Richwine reported that the Library Managers played host to staff trainings specific to the position of **Library Assistant**. Richwine explained that the Library staff successfully dispensed information; A. Richwine added that the **Reference Librarians** also attended the training sessions.
- A. Richwine announced that the Library's **Summer Reading Program (Program)** was successful; A. Richwine noted that in 2012, the Program's coalition will work to ensure that children will complete the Program. Richwine further explained that the **Maricopa County Library District** will work to integrate an **Arizona Centennial** focus into the Summer Reading Program. Richwine reported that youth County and State participants will have an opportunity to select a book online that they will receive via mail as a reward for their successful completion of the Program.
- A. Richwine stated that the Library staff members continue to generate Arizona Centennial-celebrating programs specific to Tempe. Richwine further stated that Sherry Warren, Tempe Public Library Manager, will be present at a future LAB meeting to discuss the Library's participation within Tempe-based Arizona Centennial-celebrating programs. Richwine acknowledged the inception of the following programs:
  - **AZ 101:** Guest Speaker Series presented throughout February, 2012;
  - **Mysterious AZ:** Book Series presented by Kim Garza, Tempe Public Library Manager;
  - **Fabulous AZ, Fantastic Tempe:** Youth Event Series presented throughout February, 2012, specific to the City of Tempe Community Services Department.

### **Agenda Item 4 - Tempe Public Library Collections Public Survey**

- Kurtis Zinger, Library Advisory Board (LAB) member, requested that the Tempe Public Library **Collections Development Staff Team** amend its **public survey** to reflect the following addition of verbiage within the text specific to question number ten:
  - **"Reference Material."**
- **MOTION:** Paul Hubbell, Library Advisory Board Vice Chair, moved to approve the Tempe Public Library Collections Public Survey with proposed edit.
- **SECOND:** Kurtis Zinger seconded.
- **DECISION:** Tempe Public Library Collections Public Survey approved with proposed edit.

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### **Agenda Item 5 - Tempe Public Library Operations Report**

- In lieu of a report from **Clay Workman, Tempe Public Library (Library) Operations Manager**, Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, reported the following information:
  - The **Best Seller Express Program** is being well-received by Library patrons;
  - Library patrons may now conveniently **pay fines online**;
  - Approximately **832 Kindles** have been reserved and checked-out by Library patrons since September, 2011;
  - Approximately **5734** Library patrons actively-utilize **Overdrive's electronic resources**;
  - Libraries valley-wide continue to work as a consortium to address questions and concerns related to **audiobooks** and **e-music downloads**.

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

- **Lupe Camargo, Friends of the Tempe Public Library (Friends) President**, reported that the Friends organization plans to sponsor the attendance of **Tempe Public Librarians** (Tempe Librarians) who may want to attend the **Arizona Library Association's** annual conference scheduled to occur November 28 to November 30, 2011, in Tucson. Camargo noted that Tempe Librarians who wish to attend are being asked to submit a write-up to the Friends organization for consideration.
- L. Camargo stated that the Friends of the Tempe Public Library Board (Board) has a current membership of ten representatives; L. Camargo added that the Board hopes to gain five additional members.
- L. Camargo explained that the focus of the Friends organization continues to be the value of its membership coupled by the maintenance of an engaging community focus. Camargo further noted the importance of the Friends organization (Friends) to increase its volunteers as a means to be more strategic. Camargo added that the Friends continues to focus on social media promotions to increase its public awareness. Camargo praised **Tracy Hokaj, Tempe Public Librarian**, for her continued efforts to promote the Friends to the Library via social media to the Tempe community.
- L. Camargo affirmed that the Friends organization continues to raise money on behalf of the Tempe Public Library in hopes that the Friends, in conjunction with the Tempe Public Library, will be able to continue to provide amenities for the Tempe community.

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

- Kirk Deem, Library Advisory Board Chair, reported that the Tempe City Clerk's Office accepted **City of Tempe Boards and Commissions Applications** through **October 7, 2011**. Deem encouraged the Library Advisory Board (LAB) members to view additional information related to City of Tempe Boards and Commissions recruitment by visiting the following website: <http://www1.tempe.gov/clerk/>.
- Lupe Camargo, Friends of the Tempe Public Library President, noted that **Mary Anna Bastin, City of Tempe Community Services Department Volunteer Program Coordinator**, wrote a feature story specific to the Friends of the Tempe Public Library as part of her "**Voluntarily Yours**" publication. Adrienne Richwine, City of Tempe Community Services Department Deputy Director - Library and Cultural Services Division, asked Rachael Peterson, City of Tempe Library and Cultural Services Division Administrative Assistant, to distribute the electronic version of "Voluntarily Yours" to the LAB members via email message.

- Paul Hubbell, LAB Vice Chair, announced that he continues to work with **Clay Workman, Tempe Public Library Operations Manager**, to fine-tune the **Tempe Public Library Collections Policy (Collections Policy)**. Hubbell affirmed that the policy will appear on a future Library Advisory Board meeting agenda for consideration.
- K. Deem praised P. Hubbell for his efforts to work with the Tempe Public Library staff members to finalize the Collections Policy.

**Agenda Item 8 - Adjournment**

- Meeting adjourned at 7:30 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on Wednesday, December 7, 2011, within the Tempe Public Library's lower-level Meeting Room B, 3500 S. Rural Road, Tempe, AZ, 85282.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

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Kirk Deem  
Library Advisory Board Chair