

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

Thursday, January 19, 2012  
7:00 P.M.

Library Board Conference Room  
Main Library  
5959 W. Brown St.  
Glendale, AZ 85302

**Members Present:**

Ms. Charlene “Char” Sharp, Vice Chair  
Ms. Hailey Larson  
Ms. Karen Aborne  
Ms. Sandra Burr  
Ms. Bernadette Bolognini  
Mr. Ken Wixon

**Others Present:**

Ms. Cheryl Kennedy, Interim Library & Arts Director  
Ms. Cynthia Burmeister, Secretary, Main  
Ms. Kathy Hamel, Library Manager, Main Library  
Mr. Erik Strunk, Executive Director, PR&L

**Members Absent:**

Excused: Ms. Camille Donley, Chair  
Ms. Marlowe Garay Myers

Unexcused: Ms. Stephanie Aubourg

**CALL TO ORDER**

Ms. Sharp, Vice Chairperson, called the meeting to order at 7:06 p.m.

**APPROVAL OF MINUTES – October 20, 2011 and November 17, 2011**

Ms. Sharp requested a motion to approve the minutes from the meetings held on October 20, 2011 and November 17, 2011.

A motion to approve was made by Ms. Burr. The motion, seconded by Mr. Wixon passed unanimously.

**STUDENT LIBRARY CARD PILOT PROGRAM**

Ms. Kathy Hamel, Library Manager at the Main Glendale Library, presented the new Student Library card pilot program to the board members. The program aims to partner with area schools giving Glendale students who attend Glendale schools, but live outside of the Glendale city limits, the opportunity to use the Glendale libraries and check out materials. All three Glendale libraries are participating in the pilot program, with target schools chosen by proximity to the libraries, established partnerships, and Glendale council districts. Statistics gleaned by Library staff will determine if the Glendale Public Library should amend its policy and provide non-resident Glendale school students, aged eighteen and under, library card privileges. Access to materials that promote literacy, understanding and learning is part of the library’s mission and key to developing this program. To receive a student library card, students can visit any of the three library branches and bring material with their school’s name on it such as a report card, menu or newsletter. Students thirteen years and under are required to have a parent/guardian present. Limit of ten items per card and is not inclusive to any one type of material. Students may check out books, CD’s, DVD’s and download e-books and use the library databases. Late fees and other miscellaneous charges still apply. The pilot schools range from elementary to high school, public, charter and private to include the following:

- Sahuaro Ranch Elementary School
- Sunset Elementary School
- Copperwood Elementary School
- Isaac E. Imes Elementary School
- Grace Lutheran Elementary School
- Desert Mirage Elementary School
- Carol G. Peck School
- Challenge Charter School
- Copper Creek Elementary School
- Desert Sky Middle School
- Ironwood High School
- Independence High School
- Deer Valley High School

The Student Cards pilot program began January 17, 2012 and will run through July, 2012. Ms. Kennedy suggested putting the name of the school in the data record within the Horizon library system for statistical tracking. The board also discussed measures of data collection with regard to the new program and its impact on library usage. The board expressed its support of this initiative and looks forward to assessing the results of the pilot program.

### **GOAL SETTING**

The library board continued their review of the 2012 goals developed at the November 17<sup>th</sup> Library Advisory Board meeting. Measurements for each of the goals were selected as follows:

1. Tour other state or valley libraries:
  - a. Each member will choose two country, county, state or valley library or library websites to visit and report findings back to the board.
  - b. Research two multipurpose libraries and report findings back to the board.
  - c. Each board member will suggest 2 revenue generating ideas and research viability
2. Correspond with council members on library activities and events:
  - a. Each board member will correspond with their council members on monthly basis and report feedback from council members back to the board.
3. Continue to be strong advocates for the library by talking to citizens, and handing out materials:
  - a. Members will participate in 1 to 2 promotional library events.
  - b. Attend one council member's district events and represent the library at a booth. Members will attend their own council member's event.
4. Suggest opportunities to promote the libraries to the community:
  - a. Make two suggestions to promote the library and help to plan and participate.
5. Develop new revenue generating ideas:
  - a. Each board member will participate in researching possible revenue generating ideas.
6. Become more educated on what affects the library, each member taking a topic and reporting back to the board.

7. Create subcommittees within the library board to make presentations each month on library issues.
8. Submit one written proposal from the Library Advisory Board to City Council based on presentation of wants and needs that are budgetarily realistic.
9. Revisit the idea of a Friends of the Library group:
  - a. Research 10 Friends of the Library groups to determine how groups function and could support Glendale Public Library and report findings back to the board. This is ten total for the entire board.

## **TECHNOLOGY UPDATE**

Ms. Kennedy updated the board on the replacing of the current Integrated Library System, Horizon, with the more robust Polaris system that has been offered by the Maricopa County Library District. The proposal may be tentatively presented by Ms. Kennedy and Mr. Strunk at the council workshop taking place on February 7, 2012 at 1:30 p.m. in room B3 of the city council chambers. Ms. Kennedy also updated board members on the identification of a funding source to implement a new RFID system. Library staff is working with the City Attorney's office and the 3M Corporation. The board expressed its support of this new software.

## **SNAPSHOT DAY**

The Arizona Library Association is sponsoring Snap Shot Day on Tuesday, January 24, 2012. All Arizona libraries are encouraged to participate in gathering statistics, photos and anecdotal information for the day as an advocacy strategy. Ms. Kennedy distributed the survey form to board members, extending the invitation to participate in the event. Along with the survey, Ms. Kennedy provided a detailed list of events taking place at each library location through the day of the 24<sup>th</sup>. Board members may use their own cameras for the event, emailing digital pictures to Ms. Kennedy. Board members were asked to notify Ms. Kennedy of their intent to volunteer for this event.

## **LIBRARY DIRECTOR UPDATE**

- Laura Digiacomio, Librarian II at the Foothills Branch Library is the Employee of the 4<sup>th</sup> Quarter for 2011. Ms. Kennedy read the nomination letter to the board.
- Ingrid Tallmadge, Library Assistant I, at the Foothills branch library has retired. Janet Havarilla was hired to fill this position.
- Judith Castiano, Librarian II for the Youth department at the Main library will be retiring at the end of January 2012.
- Vicki Krintz, Library Operations Supervisor for the Foothills Branch Library will be retiring on February 3, 2012.
- The Librarian III position at Foothills has not yet been filled.
- A \$500 memorial donation was made by the daughter of a patron who frequented and became familiar with staff at the Foothills Library. He became an avid reader and enjoyed the time spent at the library and with staff. Books will be purchased in his memory.
- Work continues on the department remodel at the Main circulation department. Installation of an inside book return, allowing patrons to drop material directly into the check in area will increase efficiency in processing returned items.
- The main circulation desk and self check area will also undergo renovation, creating a customer service area.

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

- Ms. Bolognini thanked Ms. Kennedy for making the Library Advisory Board meetings a joy to attend. Ms. Bolognini plans to write a letter to the editor regarding the new student library card program.
- Ms. Bolognini expressed an interest in volunteering at the upcoming Chocolate Affaire taking place at Murphy Park from February 3<sup>rd</sup> through February 5<sup>th</sup>.
- Ms. Bolognini suggested a concept similar to ‘Adopt a Business’ but would be ‘Adopt a Library’.
- Ms. Aborne announced that President Obama has proclaimed March 2<sup>nd</sup> as Read Across America Day. This day marks the birthday of Theodor Seuss Geisel, better known as Dr. Seuss. His book, The Lorax will be showcased for this event. The Lorax, the movie is also set to debut at this time. Ms. Aborne would like the Library Advisory Board to invite the Council and Mayor to participate in this event by visiting a library and possibly reading a book to patrons. Ms. Kennedy will draft an invitation and have board members sign the document. Mr. Strunk suggested drafting a press release to provide exposure to the events.
- Ms. Aborne asked for a two week reminder prior to upcoming Library Advisory Board meetings.
- Ms. Larson will research teen community centers.
- Ms. Burr would like to make sure that new council members are aware of past and present issues revolving around library hours and services.
- Ms. Burr suggested brainstorming ideas for inclusion in letters to the editor of the newspaper.
- Ms. Burr suggested ‘Adopt a Page’ and have our Graphic Arts department design materials to advertise volunteering, book donation, and supporting the library.
- Mr. Wixon requested statistics comparison on library usage two years ago versus today along with the staff reductions that took place.
- Ms. Sharpe asked that Ms. Kennedy notify the board members of upcoming council neighborhood meetings.

## **ADJOURNMENT**

Ms. Sharp requested a motion to adjourn the meeting. Ms. Bolognini moved that the meeting be adjourned. The motion, seconded by Ms. Burr, passed unanimously. The meeting was adjourned by Ms. Sharp at 8:48 p.m.

Respectfully Submitted,

Cynthia Burmeister  
Secretary  
Parks, Recreation and Library Services  
Glendale Public Library