

## MINUTES OF THE LIBRARY BOARD

June 15, 2009

4:00 p.m.

Pima County Public Library

Joel D. Valdez Main

101 N. Stone Ave

Tucson, AZ 85701

**MEMBERS PRESENT:** Marjorie Gerdes, Obdúlia González, Tom Ward, Pat Peterson, Annabelle Nuñez, Maureen Lueck

**ABSENT:** Carla Stoffle, Frank Antenori, Miley Clark, Marty Moreno

**GUEST:** David Ellington, future Board Member, Tedra Fox, Pima County

**STAFF:** Library Director Nancy Ledeboer, Deputy Director Pat Corella, Deputy Director Melody Ballard, Administrator Karen Thayer, Administrator Jere Voigt, Administrator Bonny Bruce, Marketing & Community Relations Manager Steff Koeneman, Deputy County Administrator Hank Atha

### 1. CALL TO ORDER

Marjorie Gerdes called the meeting to order at 4:00 pm

### 2. MINUTES FOR April 13, 2009

Minutes were approved as written.

### 3. INTRODUCTIONS

Marjorie went around the room with introductions and welcomed new board members Maureen Lueck and David Ellington.

### 4. UPDATES FROM LIBRARY BOARD MEMBERS, FRIENDS GROUPS, AND FOUNDATION

Obdúlia González attended a book fair and complimented the Read to a Dog program.

Annabelle Nuñez attended the Medical Library Association Conference where she presented a program on community health literacy collaborations. Marjorie Gerdes thanked staff for holding an informative and invigorating retreat at the Abbett Library in May. She appreciated the camaraderie and enthusiastic ideas, and felt this retreat was one of the best she has attended. Ms. Gerdes also reported on her visit to the library in North Platte, Nebraska.

### 5. NEW BUSINESS

#### A. Joyner Green Valley Update:

Amber Mathewson, Branch Manager, shared a presentation covering the history of the Library and featuring highlights of current services offered at the Green Valley and Sahuarita libraries. She stressed the important role that volunteers and the Green Valley Friends play in supporting the library.

**B. Pima County Sustainability:**

Tedra Fox, Pima County Sustainability Manager, provided an overview of the County's Sustainability Plan and the efforts that are underway to date. Initially the County identified steps that could be taken to improve County operations as a way to set an example of sustainability for businesses and the community.

PCPL has been involved in the County's Sustainability efforts from the beginning. Karyn Prechtel was on the steering committee and other staff served on the sustainable action board. Ms. Fox highlighted actions such as implementing a recycling plan to reduce the amount of waste that goes into landfills. The Solar Program is off to a great start with a plan to provide solar powered energy at the Roger Road Wastewater treatment plant. The County has mapped property that is suitable for solar installations. This will expand into a multi-county collaborative effort with Santa Cruz, Pinal, and Pima to identify all southern Arizona lands suitable for solar power. TREO is getting a lot of interest from German and Japanese firms interested in relocating manufacturing facilities or larger solar installations.

Green Pueblo Map is another example of a sustainability project. The map is made by and for residents of Pima County. Residents nominate sites that will create a special sense of place and covers all sustainability assets. Started in March, the map has 80 sites nominated. Next steps include taking the Sustainability Plan to the community to engage residents in developing an action plan for the entire community.

Tom Ward asked about program for disposing of electronics, such as TV's. Ms. Fox indicated that the County held a small appliance roundup. She would explore opportunities to offer a drop off day in Green Valley and other areas that don't have convenient recycling centers.

**C. Food For Fines:**

Karen Thayer gave a brief report on the Food for Fines comparing 2007, 2008 and 2009. During the week of April 12-18, customers donated 8,140 items of food that were then donated to the Community Food Bank. In outlying areas of Arivaca, Green Valley and Ajo the donations went to the local Food Bank. The Library waived \$6,558 in fines.

Karen noted that each year the amount waived has increased and the amount of food donated to the Community Bank has increased. The program provides customers a benefit while making a contribution to the community.

In addition, the staff held its annual Community Food Bank Auction to raise funds that were donated directly to the Food Bank. Staff donated hand made items, baked goods, works of art, and themed baskets prepared by each branch library. This year staff out did themselves and raised \$6200. The Food Bank appreciated the donations.

The Library Board unanimously supported the Library's Food for Fines program.

**D. Recommendation of Strategic Plan:**

Gina Macaluso and Amber Mathewson presented the final Strategic Plan for the Board's approval. There was some discussion regarding how the community forums described strengths and weaknesses. The Board wanted to be clear that not all participants identified the same items and there was no attempt to reach a consensus on community strengths and weakness.

Tom Ward motioned to approve the Strategic Plan with minor changes to reflect the discussion, Maureen Lueck seconded the motion. The Board approved the Strategic Plan with minor revisions and recommended that the Plan be submitted to the Board of Supervisors on July 7, 2009.

E. Audit Report:

The Pima County Finance Dept conducted an internal audit of the library to review cash handling practices. The audit looked mostly at how the library handles fines and fees collected in the Library in order to identify where the library is at risk.

The audit recommended the Library reconcile the cash register with the Millennium system on a daily basis. Additional recommendation included using staff passwords when waiving fines in order to identify the staff member who waives the fine. It was also recommended that the Library revise the Circulation Policy that outlines circumstances for waiving fines.

Nancy Ledeboer explained that there were some recommendations that would be difficult and expensive to implement. She has asked for an Administrative exemption for how often the armored car service picks up bank deposits and having multiple people assigned to use the same cash register.

F. Circ Policy:

The Finance Department's audit of the Library's cash handling procedures resulted in the recommendation that the Circulation Policy be revised to describe the circumstances under which staff is allowed to waive fines or fees for library customers.

The proposed policy revisions reflect the Library's commitment to Values Based Service that allows staff to make decisions at the point of customer contact. The policy has been revised to describe circumstances under which staff may waive fines.

Along with these changes, staff is proposing a change that would allow non-residents to pay a fee to upgrade their limited service card to a full service level. This will provide an option for customers who do not reside in Pima County to reserve the same number of items as residents. The proposed fee is \$25.00 annually.

Tom Ward motioned to accept the revised Circulation Policy and Fines and Fees Schedule and Obdúlia González seconded the motion. Advisory Board approved the revised Circulation Policy and the Fines and Fees Schedule and recommended that they be submitted to the Board of Supervisors for their approval in July.

6. LIBRARY REPORTS:

**County Administration**

Deputy County Administrator Hank Atha reported that there is still no tentative County budget. The County is waiting to see how the State Budget may impact the County. Last year the Legislature took about \$10-12 million away from County funds that had not been anticipated. Mr. Huckelberry estimates that the impact on the County this year may be as much as \$60 million. The Board Of Supervisors decided it was not appropriate to vote even on a tentative budget at this time because of the uncertainty of revenue and demands that the State might make.

There is a legislation that allows counties to take money from any previously designated revenue sources, like the Library District. Mr. Atha indicated that the county Administrator has no intention of taking money from Library District.

Senate Bill 1421 proposes to change the secondary tax rate structure for counties, specifically to put caps on the amount of increase in the tax rate from one year to next. A similar bill was introduced last year. This year's bill affects not only library districts, but also schools and fire districts. This is significant for the Library District because the rate has been adjusted to address other county priorities and could limit the ability of local government to provide needed funding for libraries.

Tom Ward indicated that he has spoken to Senators Jonathan Paton and Al Melvin. He urged all members to talk to their Senators. In order to make it simple, ask Senators to delete library districts from the bill.

Mr. Atha complemented library staff for keeping up with demand and continuing to sustain high levels of service. He remarked that he was really struck by the increase in numbers.

### ***Director's Report***

Library Director Nancy Ledebor commented that the Green Valley report was an illustration of how branches are developing partnerships with the community to extend their resources. We received authorization to hire 6 new librarians as well as substitutes. This comes as a relief to those libraries that have been operating with vacancies.

We negotiated a new contract with EBSCO for databases and online resources. These will be available to everyone in Pima County from home, work or school. Schools will not have to pay any extra fees to access the databases directly and students will have easy to use remote authentication. We will be approaching schools on how to get teachers and students to use the databases. We are pleased to be able to offer schools access to these important resources at no cost to them.

Reminders were sent to the Board of Supervisors regarding expiration of board member terms. Three new members have been appointed and two members have been reappointed. Nancy is excited to welcome new members and looks forward to their participation on the Board.

In case members had not seen recent articles, Nancy mentioned recent news coverage of the Library's job clubs and GED classes. There was also a letter to the editor complementing the consolidated library system on being a successful regional governmental service..

### ***Public Services Report***

Deputy Director Melody Ballard pointed out Readrunners which provides the bookmobile, deposit collections, and books by mail. Summer Reading is popular both in the libraries and at partner agencies. Nanini, and Main renovations are almost complete. River Library was featured in the Star for its gaming programs.

### ***Support Services Report***

Deputy Director Pat Corella called attention to his report and efforts to move the Wilmot Library to a temporary site. We are working patiently with Facilities for the new site to be ready so that work can commence on the capital project to remodel the Wilmot Library. The Flowing Wells parking lot is being paved and painted to accommodate more cars.

### ***Community Relations Report***

Community Relations Manager Steff Koeneman reported that Bonny Henry is planning a commemorative story on Wilmot. She will be meeting with Dino Sakellar at the branch to take photos and visiting with library supporters like Betty Holpert to gain insights on Wilmot's history.

Marjorie Gerdes thanked all board members for their openness and engaged participation in the meeting.

7. CALL TO AUDIENCE  
None

8. FUTURE AGENDA ITEMS

### **ADJOURNMENT**

Obdúlia González moved to adjourn meeting, Annabelle Nunez seconded the motion.

Meeting was adjourned at 6 p.m.

Respectfully submitted,



Laura L. Galvez  
Executive Administrative Assistant