

MINUTES OF THE LIBRARY BOARD

July 20, 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, Miley Clark, Pat Peterson, Frank Antenori, Maureen Lueck

ABSENT: David Ellington, Annabelle Nuñez, Marty Moreno

GUEST:

STAFF: Library Director Nancy Ledeboer, Deputy Director Pat Corella, Deputy Director Melody Ballard, Administrator Karen Thayer, Administrator Jere Voigt, Administrator Bonny Bruce, Nanini Branch Manager Kristi Bradford, Marketing & Community Relations Manager Steff Koeneman, Adult Services Coordinator Beth Matthias-Lohgry, Arivaca Branch Manager Mary Kasulaitis, El Rio Branch Manager Wanda Poindexter

1. CALL TO ORDER

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

Marjorie asked all members in attendance to be sure to call Laura to notify if attending meeting or not for quorum. This helps to notify all members if no quorum and they don't travel the distance.

2. MINUTES FOR July 9, 2008

Minutes for board retreat approved.

Minutes for June meeting approved with a minor correction, Platte was misspelled.

Motion passed to approve minutes.

3. INTRODUCTIONS

Marjorie asked all members to introduce themselves for the benefit of Maureen Lueck, a new board member.

Nancy commented that although all are from different districts it is wonderful that all members look at all of Pima County, not just their particular district.

Marjorie went around the room and introduced the staff.

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

Tom Ward handed out an article in the Green Valley Sun regarding an interview with Green Valley Branch Manager, Amber Mathewson and Sahuarita Express Manager, Michele White.

Tom Ward also attended the BOS meeting where the Strategic Plan was presented, Tom was very pleased that Chairman Elías made it a point to talk about and make reference to the Library's Strategic Plan. There was also a kid's fair, where they handed out school supplies, at the Safeway in Sahuarita. There were 1,000 children there. He was happy to see library staff members there, promoting the library.

Pat Peterson stated that Chairman Elías was very gracious and pointed out that the library staff and board members were attending the meeting.

Marjorie said Chairman Elías complimented and thanked Nancy for her interview about the Library on Arizona Illustrated.

Miley brought a compliment from a parent about teen volunteers at the library. Her child is a volunteer. It has been amazing and very organized; the parent hoped they continue this every year.

5. NEW BUSINESS

A. Arivaca Branch Update:

Branch Manager, Mary Kasulaitis reported that the Arivaca branch is the smallest branch in the system. There are about 1200 people in the community of Arivaca. It's a small community dating back to 1695. Library opened in 1986 and started Friends of the Library group right after it opened. In 2001 the Friends began a Home Tour to benefit the Library. Every year they decide who will benefit from the Home Tour, each year they collect about \$5K. Many of the people that come to the Home Tour are from Green Valley and some from Tubac. The last 2 years the Fire Dept has benefitted from the Home Tour.

Nancy commented that people in Arivaca are very engaged. The circulation per person is higher in Arivaca than elsewhere. There are 4 public computers and many people bring their laptops.

B. Main Library Renovation Report:

Karyn Prechtel, Joel D. Valdez Main Manager, presented a slide show of the before and after pictures of the renovation of the Main Library. The project went fabulously; there was very little disruption to customers.

- 1st floor - creating the one desk and making a more welcoming environment. The circulation desk is now our express public computers, 20 minute use computers saves staff, don't need as much staff to work the desk. It has become much more inviting. We cut down the tall shelving and now have shorter shelves, café seating where patrons use their wifi. There is a sign that allows food and drink, new concept for Main library, food allowed in the lounge area. Libraries around the country have implemented this new concept. Remarkably no spills. With shelving units shorter, there is a better view of all the floors. The shelving have wheels where that will allow us to move the shelves out of the way if we need more room for a music event, author presentation, etc. When customers come in the first thing they see is staff at the one desk welcoming them.
- 3rd floor-creating a computer commons and cutting down the reference stacks dramatically. 32 new computers for public use were installed on the 3rd fl. We consolidated public computers on 2nd and 3rd floors. There are fewer problems, less

noise problems. We emptied out 2nd fl computer lab which will be converted into a study room which will be promoted to schools to be used for study. The total cost of the renovation was just under \$300,000.00 which included carpeting and lots of electrical, cutting shelving, purchasing computer tables. Used lots of state grants in aid funds.

- We moved the Arizona Collection out of the 3rd floor and weeded lots of reference book those we no longer use, this left lots of unused space there. We added new shelves, much more welcoming and inviting. We did get rid of some shelves and added chairs and tables.

We now have a book drop with one way mirror that allows us to do backroom check in. Also added window blinds. At certain times of the year the sun comes in on the tables.

Nancy commented that Karyn and staff worked hard to get everything ready also freed up a room for a possible Friends bookstore where the public can come into and purchase books. This will also be more inviting to customers.

Study rooms are in use all the time during the school year and can accommodate 20-25 people. We now have 3 study rooms.

C. Nanini Branch Renovation:

Kristi Bradford, Branch Manager also presented a slide of the renovation. Nanini was also converted to a one desk and expanded the children's area. The children's area expansion is very popular with toddlers and preschoolers. We've also added interactive furniture and drastically reduced our reference collection from 4 double sided tall stacks to 1 short stack of reference. We are now able to create lots of display cases to display express books, summer reading, non fiction, etc.

We freed up some wall space and mounted the CD's in drawers. We were able to consolidate furniture and have a specific table for wifi. Patrons feel more space. The public computers are always full. We also converted the backroom check-in with 1 way mirror. The renovation has improved the work floor, though there is still no room for the Friends book sale but Nanini conference and meeting rooms are in great demand. Story time is held in the large meeting room. We need 2 smaller rooms which will be our next project.

D. Nominations and Elections:

Motion made to convert to a Committee of the whole, Miley Clark conducted this part of the meeting. Pat Peterson nominated Marjorie Gerdes for President and Tom Ward for Vice President. Frank Antenori seconded the motion. According to the Library By-Laws both members are eligible to run for office again. All approved.

Tom Ward moved and Obdulia seconded the motion to close the committee of the whole.

Miley moved to name Marjorie Gerdes President and Tom Vice President, Obdulia seconded the motion. All approved.

E. Summer Reading:

Beth Matthias-Loghry stated that Summer Reading was developed many years ago; the program has something for all ages and is a focused reading routine. The library has a variety of partnerships. Idea behind it is to motivate reading by encouraging a person of all ages to choose text of their choice. The support of the Friends of the Library has allowed the Library to develop this into a great program. Over the years, through a variety of partnership, with other organization that have a stake in the community, we've capitalized on the summer reading program through collaboration that serve learners and reader and enhance our connection with the community. There is a consortium of 36 states that share resources. There are collaborative summer reading efforts with the State library, which underwrites certain aspect of the program. The promotional materials are done by a children's author. Metropolitan Education Commission Youth Advisory Councils and Teen Congress want to involve teens in program designs. Participants range from 7 months to 89 years old. Participants logged in over 52,281 hours using the online reading alone, which is new this year. 89% of participants read and visited the library. The Summer Reading program is almost entirely funded by the Friends, who donated \$90K. Last year we received a grant from The Stocker Foundation of \$25K, but they will no longer contribute to this.

F. Work Plans 2009-2010 Review:

Nancy Ledeboer presented a review of the work plan. The Strategic Plan is complete and approved by the Board of Supervisors and it will be implemented in the system. Each branch will develop a service plan at their library which will focus on the 6 services that fit within the overall Strategic Plan while meeting the unique needs of the community it serves. We've completed all the one-desk in the branches, made them more inviting and user friendly, focusing on carrying out our new Strategic Plan. We also want to develop leadership programs and help staff have more of an educational roll and increase self check and provide more computer classes.

The Plan will build upon existing programs that support strategic goals. The Services, Programs & Operations Team (SPOT) evaluated existing programs and services to identify programs with the highest potential to meet the new strategic goals. The Work Plan outlines programs that will be expanded in year one. We want to reach more parents, child care providers and home care providers. We want to provide more training for parents and give those tips on how and why to read to a child. We will increase our Story times, which are very well attended. We will expand Homework Help. We've spoken to Library Foundation and they are excited. They will adopt Homework Help and try to get businesses to raise funds for us to increase homework help tutors and hours in the Libraries. We've purchased a database that is available for use by all the schools. We will make sure students and teachers know how to use the database.

We are trying to find funding from the workforce investment act to increase our GED and Homework Help. We're also looking at OneStop to help us continue to build our computer classes.

6. **LIBRARY REPORTS:**

County Administration

No report

Director's Report

Nancy commented that the Board of Supervisors has adopted the Library budget. The tax rate has not been set, will do so in August. We have been advised to draw down our reserves so we will be using our reserves on the difference between revenues and expenditures. Oro Valley Town Council is asking for legislature to allow a town or city to have a taxing district with the same authority of the Board of Supervisors.

Public Services Report

Melody Ballard commented that the Public Services Reports will have a new format to match the Strategic Plan 2010-2013. Staff will report on some of the directions not all. Melody suggested having Gina Macaluso report on the Brain Boxes that the Library uses. The concept of the Brain Boxes and early literacy is being before they learn to read.

Pat Peterson asked how does the Library know if people want more programs.

Support Services Report

Pat Corella stated that a tentative budget has been adopted, we are waiting for a permanent adoption on July 27 and the Tax Levy will be voted on August 17.

Capitol improvements are ready to go out to bid for the Wilmot Branch. A temporary location has been leased and work has begun on it to get it ready for the public.

The parking lot has been expanded at the Flowing Wells branch adding 20 more parking spaces. They will be replacing the air conditioning at the Joyner Green Valley branch. Facilities is also replacing the roof at Quincie Douglas which we've had a lot of problems with.

Looking back, it feels good to see that we have accomplished quite a bit this year.

The entire complex where the El Rio Branch is housed was closed due to condensation on pipes that got plugged and caused a leak in the building. They thought there was possible mold and had to clean this up. The complex will be closed the first week of August to work on this.

Though a City owned building, County Facilities and Risk Management went out and assessed the situation to make sure our staff was working in a safe environment.

The Catalina Branch leased was renewed another 3 years.

Ajo lost 78 electrical lines from a microburst. All the community is shut down including the Branch. Ice and water are being trucked into the community. A water heater exploded and rained on the restrooms and closed down the Library.

Community Relations Report

We are working on the second version of the magazine which will emphasize Computer programs and Homework Help. In support of the Strategic Plan the page on education, homework help and first card campaign will be bilingual. The last press release was very interesting. Spanish services asked us to increase our Spanish information. There's book reviews in Spanish and 1 computer class in Spanish. We will enhance the publication with Spanish.

We will do a wrap up session with the Star on our Strategic Plan.

7. **CALL TO AUDIENCE**

None

8. **FUTURE AGENDA ITEMS**

- Brain Boxes – Gina Macaluso

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ADJOURNMENT

Obdúlia González moved to adjourn meeting, Miley Clark seconded the motion.
Meeting was adjourned at 5:40 p.m.

Respectfully submitted,



Laura L. Galvez
Executive Administrative Assistant