

## MINUTES OF THE LIBRARY BOARD

September 19, 2007

4:00 p.m.

Pima County Public Library  
Joel D. Valdez Main Library  
101 N. Stone Ave  
Tucson, AZ 85701

**MEMBERS PRESENT:** Pat Peterson, Marjorie Gerdes, Obdúlia González, Miley Clark, Annabelle Nuñez, Frank Antenori, Carla Stoffle. Tom Ward

**ABSENT:**

**GUEST:** Pat Corella, Deputy Director, PCPL, Melody Ballard, Deputy Director, PCPL, Bonny Bruce, Administrator, PCPL, Steffannie Koeneman, Public Relations Manager, PCPL, Nancy Ledebor, PCPL Library Director, Betty Holpert, Library Foundation, Karen Thayer, Administrator, PCPL, Jere Voigt, PCPL Administrator, Nancy Y. Wright, PCPL Program Coordinator, Hank Atha, Deputy Administrator PC, Karen Friar, Deputy County Attorney

1. CALL TO ORDER

Meeting started at 4:05 pm

2. MINUTES FOR August 8, 2007

Miley Clark moved the minutes be approved.

Annabelle Nuñez seconded the motion.

Carla Stoffle abstained.

Minutes were approved.

3. INTRODUCTIONS

Nancy Ledebor, Library Director introduced new member Tom Ward. Went around the table and introduced members and staff.

4. SUMMARY OF CURRENT EVENTS FROM LIBRARY BOARD MEMBERS, FRIENDS GROUPS, AND FOUNDATION

Pat Peterson commented on the Eli Town - Flowing Wells Community Center opening. It is a wonderful collaborative effort. She thanked the other board members for attending. Also the Flowing Wells ground breaking will be November 29<sup>th</sup> at 10:30, she hopes members can attend. Nancy said the original date was postponed so that the contractor can complete soil compaction.

Betty Holpert reminded members that the Foundation will hold a Donor Recognition ceremony on September 27th. Supervisor Ann Day will be the guest speaker. Ceremony begins at 6:00 pm. Betty also commented that they have a special group "Circle of Book Clubs". They are having a fund raising event on September 30<sup>th</sup> at 4 pm.

5. NEW BUSINESS

A. Open Meeting Law:

Karen Friar, Deputy County Attorney, handed out copies of the Open Meeting Law and Reference Guide. She encouraged all the members to read these handouts. She answered questions and provided links to the Attorney General's website where they could read more detailed information in the Arizona Agency Handbook. Karen suggested members review chapters #6 – Public Records, #7 – Open Meetings, and #8 – Conflict of Interest available on this website.

B. Nominations and Elections:

Nancy explained the responsibilities of the President and Vice President. Carla Stoffle nominated Patricia Peterson for President and Frank Antenori for Vice President. Tom Ward moved to close nominations and elect the slate, Annabelle seconded. All agreed. Pat took over meeting.

C. Sunday Hours:

Melody Ballard handed out a new list of branches that will be open on Sunday from 1 to 5 pm beginning September 30<sup>th</sup>. She thanked the Administrators and Managers for their hard work in coordinating staff and schedules.

Members wanted to know how the self check is working. Nancy stated they are working very well. Don't have as high a percentage using them as Library would like. Administration is looking at changing policy parameters in the system to increase use. Committee of staff members are working on recommendations to make self check easier for patrons to use. Carla Stoffle said the U of A calls it Express Checkout and made suggestions on how to encourage patrons to use it. Will discuss further in a future meeting.

All staff is helping with the Sunday hours including all librarians in Administration, Virtual library staff, and Collection Development. They will be rotating at the branches on Sundays. Substitute Librarians will be working during the week so regular librarians can work on Sunday. No additional Full Time staff was hired to add the Sunday hours.

6. LIBRARY REPORTS:

Hank Atha, Deputy County Administrator welcomed the new and returning Board members. He commented that Pat Peterson was very helpful with the Library's transition from City to County. Hank stated that since the County's have assumed responsibility

for the library increase funding has provided for Sunday hours and added 1.5 million to collections each year. He pointed out that we now have 24 branches and 2 under construction. In addition, the bond subcommittee has included four new and two remodels/expansions as proposed by library administration. We have also renovated branches with Bond and County monies.

Hank is very pleased with the leadership and enthusiasm of all staff, who have worked very hard to get all this done. He stated that the Library is a tremendous resource for County in terms of collection and materials that we have but more so in terms of staff. He complimented the Advisory Board members on joining this board and for the excellent facility and staff.

### **Director's Report**

Nancy reported to the Board the following:

- Still working very hard to develop partnership with Literacy organizations within the community. Continue to work with Health Dept. and other health agencies to find ways to promote access to consumer health information. Have been meeting with staff from the Health Department to evaluate our collaborative efforts to date.
- There has been a flurry of interest in the Bond issue. Residents have requested an expansion of the River Library as well as suggestions for replacing the Catalina Library.
- Staff is very busy planning for our new hours and improved marketing of library materials.
- Staff is working on the IQ process with the union to establish a process for working together. Due to our broad presence throughout the County we were asked to work with members of the Union to work on cross departmental collaboration. Nancy Young Wright is our liaison with the union. She is documenting the process while working on two pilot projects to increase enrollment in WIC and adoption of pets.
- Nancy explained that the proposals for land donations in Sahuarita are being reviewed by Facilities and Flood Control. They will conduct a thorough review to site development costs before a final selection is made. Hank Atha added that he has spoken to the Supervisor for that area. The town and newspaper are pushing for an early decision but it will take a little time. Members want to see the map to show where the sites are and the population in this area.
- Met with Aleena Hernandez, Pasqua Yaqui Tribe, regarding support for the proposed Southwest Library. Meetings were very successful. Tribal Council wrote a letter of support and letters are now coming in from community members as well.

### **Public Services Report**

Melody Ballard pointed out highlights from the Public Services Report

- Ms. Ballard explained that the highlights in the report are based upon strategic efforts focusing on children & families, community partnerships and library visibility. This report covers the wrap up of summer reading. Pat commented that was pleased that the branch staff are proactive with the literacy community and in providing programming to encourage safety in the libraries.

### **Support Services Report**

Pat Corella reported that

- The Larson Group at River Center is preparing a proposal to lease the library 5000 sq ft. in the upper floor. We are also interested in 1000 sq. ft adjacent to our current library. We want to take that and expand that facility.
- Flowing Wells ground breaking was moved to November 29 due to excavation. The contractor needs compact soil prior to beginning construction.
- Today was deadline for qualifications for Architects for the Wilmot project. Panel of will make a selection of the architect early next month.
- Abbett-Marana going smoothly now, making big headways.
- Geasa-Marana – Plans are underway to modify the former sheriff's substation to create a large meeting room and classroom space for the community.

### **Community Relations Report**

**Steff Koeneman reported that:**

- Passed out our new magnet, ordered vinyl banners with new logo
- We are ordering lots of material for Outreach and give aways. Rolling out new name. Ordering timeless items and saving monies ordering in bulk.
- Program Instructor/Translator has been hired and she is anxious to get started on the translations. Our documents, publications and web pages translated. Is working out of the Green Valley branch.
- Eckstrom-Columbus renaming celebration coming up October 6<sup>th</sup>.
- Piloting a new GED program. Advertised the GED program at Mission. Started on Monday the 17<sup>th</sup>. The next course will be at Valencia. Already have a long list of people signed up. Received grant monies for LSTA funding, working closely with PCC Adult Education to use their instructors who are certified to do GED instruction.
- Working on new Library card and brochure. Will bring these to the members as they become available.
- Very alert to sustainability, trying to find bags, pencils that are recycled. Purchasing pencils and other material that is made in America and lead free.

Nancy stated that the County now has a Sustainability Committee – Based on what we do here at the library, the County felt we needed a representative on this committee... Main Library Manager Karyn Prechtel was appointed to this committee. She has involved other branch managers looking at green buildings. All county buildings from now on will have to be lead certified, silver level.

Nancy thanked all who came to the Cele Peterson Arizona Collection celebration. Steff managed very nicely with the help of Beth Matthias-Lohgry and Helene Woodhams. Marjorie stated event was lovely. Nicest event seen here at Library.

7. CALL TO AUDIENCE

Betty Holpert addressed the Board and thanked them for all the improvements she has seen in the library. She remembers when libraries were mostly about books and she is pleased to see Pima County Libraries moving into the future providing computers, meeting rooms, gathering places, learning opportunities and materials in many formats in addition to continuing to provide books and information.

8. FUTURE AGENDA ITEMS

Health Partnerships  
Literacy Update  
Foundation background  
Friend's background  
Directors and Officers (D&O) Insurance Liability

9. ADJOURNMENT

Meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Laura L. Galvez  
Executive Assistant