

# MINUTES OF THE LIBRARY BOARD

December 13, 2006

4:00 p.m.

Pima County Public Library  
Himmel Park Branch Library  
1035 N Treat Avenue  
Tucson, AZ

**MEMBERS PRESENT:** President Pat Peterson, Vice President Wendell Niemann, Jack Kuhn, Obdúlia González, Marjorie Gerdes, Barbara O'Brien, Carla Stoffle, Sofia Abrams

**ABSENT:** Joel Valdez, Dan Eckstrom

**GUESTS:** Sarajeon Harwood, Managing Librarian, Himmel Park Branch  
Phil Swaim, American Institute of Architects  
Dave Burns, American Institute of Architects  
Bruce Dawson, Pima County Facilities Office  
Karen Friar, Pima County Attorney's Office  
Hank Atha, Deputy County Administrator, County Administrator's Office  
Pat Corella, Deputy Director, Pima County Public Library  
Melody Ballard, Deputy Director, Pima County Public Library  
Bonny Bruce, Library Administrator  
Betty Holpert, Foundation  
Shirley Munich, Friends  
Daphne Daly, Managing Librarian, Murphy Wilmot Branch  
Mike Tunistra, Director, Pima County Facilities

## CALL TO ORDER

President Pat Peterson called the meeting to order at 4:05 p.m.

## MINUTES FOR NOVEMBER 8, 2006

It was moved by Wendell Neimann and seconded by Obdúlia González that the November 8<sup>th</sup> minutes be accepted as written; motion was passed.

## INTRODUCTIONS

Pat introduced guests present: Phil Swaim and Dave Burns from AIA, Sarajeon Harwood, Managing Librarian, Himmel Park Branch, Karen Friar, Deputy County Attorney, Pima County Attorney's Office.

## REPORTS FROM LIBRARY BOARD MEMBERS, FRIENDS GROUPS, AND FOUNDATION

### TPPL FRIENDS

Shirley Munich reported for the TPPL Friends Group. She stated that they had 46 applicants for the General Director position and that a candidate would be announced very soon. The position

was announced nationwide. She also reported on the success of the Lawrence Clark Powell Memorial Lecture that featured award winning author Jimmy Santiago Baca. The event was held at Pima Community College, West Campus, Center for the Arts, Proscenium Theater. All books the author brought with him were sold. The Friends made approximately \$3,000 on the book sale.

#### Library Board

No Reports from members.

#### Foundation

Betty Holpert reported that the Foundation has sent out their End of the Year Letters requesting donations to match a grant that was received from Thomas Brown Foundation. The grant indicates that it will match any amount pledged up to \$100,000.

#### NEW BUSINESS

##### A. Himmel Park Branch Manager

Sarajeen Harwood presented the Advisory Board and Guests an overview of the history and services provided by the Himmel Park Branch. She stated that Himmel Park is the oldest and one of the smallest Branches. The Branch has a small number of computers available for patron use. Programs are based on customer requests. Himmel initiated the first children's book club. Another popular program is "Read to a Dog". This program offers children the opportunity to read to "Boomer" the dog. Reading aloud builds the children's confidence. The Branch currently holds bilingual storytime and is looking forward to creating a multilingual storytime to serve its culturally diverse community. There are currently staff available who can provide these services in Spanish, Chinese and French. Once a week Himmel holds a teen program called "Hangin' at Himmel". The teens who participate are affectionately called "manga kids". Manga is a form of animation that comes from Japan and has become popular with many local teens. Part of the program allows them to watch "manga movies" and go to "manga" websites.

##### B. Murphy-Wilmot Report

Phil Swaim and Dave Burns architects from the American Institute of Architects presented the Board with a draft report on the options to expand or renovate the existing Murphy-Wilmot Library. The 2004 Bond Election called for \$7,000,000 to be spent on construction for a new Wilmot Branch Library either by tearing down the existing site or by locating to a new site. Due to escalating construction costs the original estimates given for new construction have more than doubled. Another concern that the Library faced in tearing down the building was that with the local M.A.P.P. (Modern Architecture Preservation Project) worked with the State Historical Society and stated that the building was a significant piece of modern architecture and should not be torn down.

The local AIA chapter conducted a Charette that included participants from local businesses, schools and neighborhood associations and MAPP. Items that were taken into consideration were the unique architecture of the existing building, a water plant that is located nearby and the expansions planned by St. Joseph's hospital. The draft plan confirmed that up to an additional 6,000 square feet could be added to the existing building. A concern for the Board was the matter of parking, however they felt that even though it may be challenging it should not be made an issue at this time. The main concern for the Board is meeting the needs of the community.

The Library Board took the following action:

Wendell Niemann made a motion that the Library Board move to support the AIA recommendations regarding the expansion and renovation of the Murphy Wilmot Library and encourage the Board of Supervisors to take the appropriate steps to revise the bond language so that the project moves forward. Barbara O'Brien seconded motion. Motion passed.

C. Lawyers and Libraries

Pima County Attorney Karen Friar attended the "Lawyers and Libraries Conference" in Columbus, Ohio in November. Karen reported that she gained a tremendous amount of information regarding library policies. The purpose of the conference was to focus on drafting library policies and minimizing library liability. Karen stated she is currently in the process of reviewing all of the Library's policies and is carefully looking over them to be sure that the Pima County Public Library is protected as much as possible. She also reported that that it is very important for Library Advisory Board members to fully understand all policies. Examples of what to look for are:

- a. Policy should be in writing
- b. Policy should be applied objectively
- c. Consistently enforced in the system
- d. Policy should clearly relate to library use

Karen also stated that it is important that policies do not violate any constitutional rights and that a library's mission statement is the most critical. Nancy and Karen will review the Library's current mission statement because the policies and the mission statement must coincide. She reported that on the Confidentiality and Privacy policy the Library must adhere to all Arizona Statutes. When identifying policies, community considerations and legal considerations must be interlocked.

Board Action: A motion to allow the County Attorney to amend language in policies that the Board already has approved in accordance with these recommendations.

Jack Kuhn added to the motion that the policies be presented to the Board after any revisions for final Board input.

Obdulia Gonzalez made a motion to accept motion with amendment made by Jack Kuhn. Carla Stoffle seconded motion. Motion passed.

D. Library Policies

Library Board reviewed the following policies:

- Circulation
- Fines and Fees
- Meeting Rooms

Jack Kuhn stated that the policy on Fines and Fees it should be added that no post-dated checks would be accepted.

Pat Peterson asked if the Meeting Room policy states that use of a meeting room for a Library related event takes precedence over a request from the general public. Nancy stated that that provision is stated on the policy.

Nancy also stated that all policies would be posted on the Library's website.

Jack Kuhn motioned to accept Circulation, Fines and Fees and Meeting Rooms Policies  
Obdulia seconded the motion  
Motion to passed.

Marjorie Gerdes asked County Attorney Karen Friar if Oro Valley could tweak the wording on current polices for implementation at Oro Valley. Karen stated that the current IGA with Oro Valley states that Oro Valley will comply with all current Pima County Public Library Policies. The IGA does not allow Oro Valley to "tweak verbiage" on any policies practiced by the Pima County Public Library.

E. Security in Libraries

Due to time frame it was moved that Item E. Security in Libraries be tabled until the next meeting.

F. Discussion and Election of Board Officers

Board discussed their current status on the Board and concluded that since everyone's term would expire on June 30, 2007 and there are no bylaws in effect holding formal elections for Board Officers would not be feasible at this time. After a discussion a motion was made to elect Wendell Niemann current Vice President to President and Pat Peterson, current President to Vice President since she had already served for two years.

Jack Kuhn made a motion to accept the motion  
Marjorie Gerdes seconded motion  
Motion was passed.

E. Volunteers for Planning Committee for Retreat

6. Directors Report

Future Agenda Items

Call to Audience

ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Paula Rodriguez  
Executive Assistant