

## MINUTES OF THE LIBRARY BOARD

August 4, 2014  
4:00 p.m.

Pima County Public Library  
Joel D. Valdez  
101 N. Stone Ave,  
Tucson, AZ 85706

**MEMBERS PRESENT:** David Ellington, Cheryl Langer, Obdúlia González, Maureen Lueck, Nancy Puckett

**ABSENT:** Libby Sullivan, Annabelle Nunez, Clarisa Barcelo, Shirley Geile

**GUESTS:** None

**STAFF:** Deputy Directors, Pat Corella, Karyn Prechtel and Amber Mathewson, Library Service Managers, Jen Maney, Beth Matthias-Loghry and Jere Voigt, Southwest Library Manager, Paulina Aguirre-Clinch, Library Associate, Caitlin Burns and Community Relations Manager, Kenya Johnson

1. Call to order and Pledge

Meeting was called to order at 4 p.m. by David Ellington and Pledge of Allegiance recited.

2. Minutes

Obdúlia González motioned to approve the June 2, 2014 minutes. Cheryl Langer seconded motion. Minutes were approved as written.

3. Introduction

Library Advisory Board member Nancy Puckett introduced herself.  
Timothy Bohan introduced himself as a private citizen.

4. Updates

David Ellington commented that the Friends of the Pima County Public Library ended the fiscal year with a surplus which will be needed for the parking lot expansion and bringing property up to city code.

5. New Business

A. Urban Libraries Council – 2014 Top Innovators Award:

Caitlin Burns, Library Associate, reported that the Urban Libraries Council had recognized PCPL's Santa Rosa Library with an Honorable Mention in the Health, Wellness, and Public Safety category for their 2014 Top innovators Award. The snack time is collaboration between PCPL, the Friends of Pima County Public Library, University of Arizona's College of Nursing and Pima County Public Health Nurses.

The Santa Rosa Library serves a diverse population varying from families who live in Barrio Santa Rosa for generations to refugee families and others who are new to the United States. Santa Rosa Library has served as a safe space in a historically underserved neighborhood since it opened in 1996.

Goals of this program include alleviating hunger after school as well as educating children in the library about the importance of making health choices. The program is expanding to Woods Memorial Library, Quincie Douglas Library, Eckstrom-Columbus Library and Valencia Library starting in September 2014.

*B. Southwest Library Update:*

Paulina Aguirre-Clinch, Branch Manager, described the diversity of the population in the community serviced by the branch. She also provided an update of the services and programs provided at the branch. She had a PowerPoint with photos of the exterior and interior of the branch.

*C. BiblioCommons Update:*

Jen Maney, Library Service Manager, provided an update on BiblioCommons (BC). BC is a company that understands the needs of Libraries and provides an up to date technical platform to build on and will provide a new and modern website. The BC Team has been working with BC to decide on basic layout and colors. The text and placement of specific topics is not set yet. Jen showed a mockup of what the new website will look like and some of the navigational advantages incorporated into the design.

The homepage will be based on cards. Cards will contain content that staff creates – events, blog posts, book lists, etc. BC is going to work with PCPL to understand our content needs and what’s actually being used on the website as it stands now. The BC team on our end is working on formulating a website philosophy that will guide us through the project.

The current time frame for BiblioCommons is:

July – September: PCPL’s staff team works on set up with BC

Early September: Staff training on how to use the new website

Late September: Staff Launch (Staff can use website, public cannot see it)

Late October: Soft Launch to public (Public can now see it, but we’re not heavily advertising)

Late November: Website goes live to the public and fully advertised

*D. Library Technical Assistant Classification:*

Jere Voigt, Library Service Manager, provided an overview of the revised Library Technical Assistant (LTA) classification. She explained that the existing LTA classification has been revised to modernize the position. The revised version includes more technical help with customer downloads, ebooks and computer assistance while retaining the Customer Service Clerk (OSL III) duties currently performed. The intent is to convert the current OSL III vacancies and reclassify to the updated LTA description. There still exists a need for OSL III’s. A review of where OSL III vacancies exist now will be evaluated to determine the best placement of the new LTA positions.

E. September Board Meeting Date:

Each year the September Board meeting has been changed due to the Labor Day holiday. The Board discussed permanently changing the September meeting to the second Monday of September.

Cheryl Langer motioned to permanently move the September meeting to the second Monday of September.

Nancy Puckett seconded the motion. Motion passed unanimously.

6. Library Reports

A. **Deputy County Administrator**, Hank Atha, reported:

- The Board of Supervisors (BOS) approved the 2014-2015 budget.
- The tax rate will be set by the BOS at their August 18<sup>th</sup> meeting.
- The Bond process continues and current priorities include construction of three new libraries: Tech Park, Sahuarita and Southwest and the renovation of two existing libraries, Flowing Wells and Green Valley. The Bond Advisory Committee has a list of about 140 proposals totaling about 1.2 billion dollars and the County has about a 700 million dollar bond capacity. So more discussion will take place over the next few months to establish a final priority list to present for the expected November 2015 bond issue vote.
- The BOS want to thank the Friends organizations for their generous donations and support for PCPL.

B. **Directors Report** – Executive Director, Melinda Cervantes was absent so Deputy Director, Amber Mathewson added the following to Melinda’s written report:

- PCPL Friends was able to meet their financial obligation of \$260,000 for the year.
- The Friends of the Green Valley Library donated \$19,000.
- Bonny Bruce, library Service manager has retired from PCPL.

C. **Public Services Report** – Deputy Director, Karyn Prechtel added the following to her written report:

- Summer Reading Program focused on science which was well received by children.
- Statistics show usage of meeting rooms has been increasing.
- Print circulation is on the rise at Southwest Library.
- Internet usage is on a steady increase.

D. **Strategic Initiatives Report** – Deputy Director, Amber Mathewson highlighted the following from her written report:

- Affordable Care Act sign up is coming up again in November, December and January. Libraries are being asked to help people on how to use their health care insurance. Information on the Federal Coverage to Care program was added on the PCPL web page that instructs people how to use their insurance.
- Over 200 individuals have attended small business workshops. 30 individuals have completed business plans.
- PCPL will be writing an economic development report for the County Administrator
- Librarian Jennifer Caldwell will be attending ALA Leadership Institute

## Library Board Minutes

- Staff has been attending Inspiration Brownbag training sessions featuring TED (Technology Entertainment Design) Talk.
- E. **Support Services** – Deputy Director, Pat Corella added to his written report that projects are more moving forward. These include:
  - Re-carpeting of Dusenberry-River Library and Nanini Library
  - Interior refurbishing of Mission
- F. **Communications Report** – Community Relations Manager, Kenya Johnson added the following to her written report:
  - Mission Library will be closed for two days to receive an interior paint job thanks to collaboration with volunteers from Tucson Electric Power Co. Community Action Team and Home Depot. Home Depot will also be supplying Behr paint products for the project.

7. **Call to the Audience** – No comments or discussion

### 8. **Adjournment**

Obdúlia González motioned to adjourn meeting, Maureen Lueck seconded the motion.  
Meeting adjourned at 5:15 p.m.

**NEXT MEETING: September 8, 2014**  
**Joel D. Valdez Main Library**  
**101 N. Stone Ave.**

Respectfully submitted,  
*Ken*  
Ken McDonald  
Administrative Support Specialist