

PIMA COUNTY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES

October 7, 2021 4:00 p.m.

Meeting was conducted virtually via Microsoft Teams

- Present: John Halliday, Chair; Elizabeth Soltero, Vice-Chair; Edward Buster; Lorraine Marquez Eiler; Barbara A. Escobar; Craig Kleine; and Mary Ann O’Neil
- Absent: Maria Iannone and Betsy Shepard
- Also Present: Amber Mathewson, Library Director; Karyn Prechtel-Altman, Deputy Director; Michelle Simon, Deputy Director; Kate DeMeester, Library Services Manager; Holly Schaffer, Community Relations Manager; Kendra Davey, Literacy Initiatives Program Manager; Ken Zambos, Workforce and Economic Development Program Manager; and Jodi Ohlson, Caviglia-Arivaca Library Manager; and Hassael Cazesuz, Interim Latinx Services Program Manager
- Guests: Victoria Buchinger, Pima County Attorney’s Office, and Tom Cashman, Pima Library Foundation

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting was called to order at 4:00 p.m. by John Halliday and the Pledge of Allegiance was recited.

2. CALL TO THE PUBLIC

No members of the public were in attendance.

3. APPROVAL OF PREVIOUS MEETING’S MINUTES

Edward Buster moved and Craig Kleine seconded approval of the September 2, 2021 minutes. Motion carried.

4. INTRODUCTIONS

- Director Mathewson introduced Lorraine Marquez Eiler and welcomed her to her first meeting.
- Lorraine Marquez Eiler shared that she was born and raised in Ajo, and is very involved in environmental issues. She also serves on the board of the International Sonoran Desert Alliance. Her recent Library activity has been minimal as Covid-19 is on the rage in Ajo, and a lot of classrooms have also had to be closed. She will be meeting with Tom Cashman at the end of this month, and they will meet with the Chamber of Commerce at their monthly meeting.

5. SUMMARY OF CURRENT EVENTS BY LIBRARY BOARD MEMBERS

- Board members updated on Library related activities they have been doing since the last meeting. Some of the responses included:
- John Halliday recommended listening to the new podcast cast, Behind the Shelf, which will be aired biweekly. The first one discussed the Seed Library and the Bookbike.

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- Elizabeth Soltero met with Tom Cashman and learned more about the Pima Library Foundation and their efforts. She was also excited that LGBTQ+ Services Committee was highlighting Lydia Otero and their books.

6. FRIENDS GROUPS AND LIBRARY FOUNDATION REPORTS ON EVENTS AND FUNDRAISING ACTIVITIES ON BEHALF OF THE PIMA COUNTY PUBLIC LIBRARY

Tom Cashman, Director of the Pima Library Foundation, has appreciated being able to meet with several Library Board members. He has found it been beneficial to get perspectives and ideas from the Board, as well as from communities and constituencies.

7. NEW BUSINESS

A. OPEN MEETING LAW TRAINING

Highlights of a training by Victoria Buchinger, Pima County Attorney's Office

- The purpose of Open Meeting Law (OML) is to open government business to public scrutiny, and to prevent secret decision-making.
- Boards and Commissions of the State and political subdivisions, including Advisory Committees, must comply with these laws.
- OML requires a notice, an agenda, public rights, the right for the public to attend, and meeting minutes.
- Call to the public is optional, and may have time, place, and manner restrictions. If an issue that is not on the agenda is brought up, members cannot discuss it or enter into dialogue with the speaker.
- At the end of call to the public, members may instruct staff to look into a matter, place on a future agenda, and respond to criticism.
- A meeting is a gathering of a quorum, in person or through technological devices, at which legal action is proposed, discussed, deliberated, or taken.
- Regarding email, using reply all and autofill can be dangerous as there is a now a discussion with a quorum. Responding directly to staff is allowed.
- There are penalties for violating OML.
- Executive sessions are rarely used for Advisory Boards, but if they are, they must be noticed on the agenda.

Open Meeting Law Resources:

- Clerk of the Board:
https://webcms.pima.gov/government/clerk_of_the_board
- Arizona Attorney General Agency Handbook:
<https://www.azag.gov/outreach/publications/agency-handbook>

B. REVIEW AND APPROVE MODIFICATIONS TO THE LIBRARY ADVISORY BOARD'S MISSION, GOALS & OBJECTIVES

At the last meeting, the Board discussed what needed to be modified in their Mission Goals and Objectives, and a draft with revisions was proposed for adoption. After reviewing the draft, no one had any issues with the Mission statement.

Craig Kleine asked what the original purpose of "reporting back to the staff" was, under Advocate. Director Mathewson said that it was tied to when the library had the "I Love My Library", which was now inactive.

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Elizabeth Soltero wondered if there should be an additional bullet point relating to problem-solving, when appropriate. John Halliday suggested something like “share ideas and concerns with Library management”. Director Mathewson suggested “provide support to staff in problem-solving”.

John Halliday summed that everyone was in agreement with the basic proposed draft, except for the bullet point Elizabeth Soltero suggested. He asked if she would come back to the next meeting with something.

8. LIBRARY REPORTS

A. COMMUNITY RELATIONS REPORT

Holly Schaffer, Community Relations Manager, highlighted and/or added to her written report:

- Hassael Cazesuz, the Interim Latinx Program Manager, has encouraged the Nuestras Raíces team members to write blogposts.
[Mami and mi: A bilingual book club](#)
[There is no single "look" unique to Latinx folks](#)
[Amor prohibido \(because my friends don't know how much I love this stuff\)](#)
- PCPL will be hosting a talk by Lydia Otero on October 16th. It is the LGBTQ+ Services Committee's annual author talk, and is being co-hosted by the Nuestras Raíces team. John Halliday commented that he thought that anyone interested in Tucson history would also be interested.

B. LIBRARY DIRECTOR'S REPORT

Amber Mathewson, Library Director, highlighted and/or added to her written report:

Director Mathewson gave an update on hiring at the Library. She noted that seven new Library Managers were hired a year ago, during the difficult time of a pandemic. She added that since then, there have been an additional four new Managers. On other hiring, Librarian I positions are still in progress. Many internal candidates started on September 27th, but some coming from outside of the system will be starting over the next few weeks and months.

Director Mathewson noted that as PCPL has been hiring staff, there has simultaneously been loss of staff. In the last month about 10-12 have left for other jobs or to retire. The hiring process takes up a big portion of the time for staff and is one of the reasons why the Library is not pushing forward with plans around programming just yet. PCPL does plan to have an expansion of some hours, and to start having in-person programming in January.

The 4th floor renovations are complete and Director Mathewson has moved back into her office.

Director Mathewson thanked the Library Foundation for the funds they contributed for the Sahuarita Library outdoor project, and added that it will be a wonderful addition to the community.

C. PUBLIC SERVICES REPORT

Karyn Prechtel-Altman, Deputy Director of Public Services & Community Engagement, highlighted and/or added to her written report:

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Deputy Director Prechtel-Altman informed that this was the time of year when branch and team service plans for 2021 are evaluated, and new service plans for 2022 are created. Managers had been asked to be conservative this past year because so much was unknown relating to Covid-19. Professional development was focused on instead since not many programs could be done. However, a lot was still accomplished in the midst of a pandemic (such as providing computers and food) because managers and team leaders have focused on the outcomes and not the outputs.

John Halliday commented that he was pleased to see that the gate count and physical circulation numbers are going up, and thought it was a good sign that people were coming back. Deputy Director Prechtel-Altman agreed and added that PCPL plans to do some outreach and marketing for January, in order to really call people back into the Library.

Mary O'Neil asked if the circulation data in the report referred to just physical items or if electronic items were included. Deputy Director Prechtel-Altman responded that it was both.

D. SUPPORT SERVICES REPORT

Michelle Simon, Deputy Director of Support Services, highlighted and/or added to her written report:

Deputy Director Simon reported that the Library continues to work to ensure that the community receives hot spots, access at branches, and assistance. Additionally, the Library is currently the co-lead in the County strategic planning effort for digital access. They will look at what needs to be done, and create a plan for sustainable and equitable access to the internet, training, and to devices. This will be a very large effort requiring County and statewide collaboration.

Community stakeholders are being invited to the October 22nd Strategic Planning meeting to have conversations about the goals and objectives, and to bring in the voice of community members. Deputy Director Simon invited Board members to attend and participate.

Deputy Director Simon shared Mr. Huckelberry's memo to the Board of Supervisors: [October 4, 2021 - Item 2 on Board of Supervisors October 5, 2021 Addendum Regarding Broadband High-Speed Internet Access.pdf \(pima.gov\)](#)

John Halliday asked if it was known when libraries would be able to allow meeting room usage again. Director Mathewson responded that for the public, probably January. But the biggest issue for the Library Board is that the size of the boardroom doesn't allow for much social distancing.

9. ADJOURNMENT

Edward Buster moved and Lorraine Marquez Eiler seconded adjournment of the meeting. Motion carried and meeting adjourned at 5:11 p.m.

Next Meeting: November 4, 2021, at 4:00 p.m.

Submitted by:
Judy Moses
Senior Special Staff Assistant