



**City of Scottsdale
Library Board
Regular Meeting Minutes**
Wednesday, March 20, 2024, 3:00 p.m.
Arabian Library
10215 E. McDowell Mountain Ranch Rd
Scottsdale, AZ 85255

PRESENT: Chair Freda Hartman and Board Members Sam Campana, George Hartz, Janet Smigielski, and Leslie Totten

ABSENT: Vice-Chair Enid Seiden and Board Member Natalee Esposito

STAFF: Judy Doyle, Community Services Assistant Executive Director; Michael Beck, Library Director; Melissa Orr, Senior Library Manager; Tamera Norwood, Senior Library Manager; Louisa Aikin, Arabian Branch Manager; Mariko Whelan, Early Literacy, Youth, and Teen Coordinator, Lee Schnoor, Department Technology Supervisor, and Alexis Skidmore, Librarian

Call to Order

Chair Hartman called the meeting to order at 3:00 p.m.

Roll Call

Members present as listed above.

Public Comment:

One member of the public was present, but no public comment cards were submitted.

Minutes – February 21, 2024

Board Member Hartz noted that he left at 4:15 p.m., although the minutes indicate that he voted to adjourn.

Board Member Smigielski asked for absent board members to be noted in future minutes and mentioned that the last paragraph on page 4 appeared to be quoting the speaker and should therefore be in quotes. A discussion ensued regarding whether quotes are allowed in the minutes and the best way to rephrase the last paragraph on page 4.

BOARD MEMBER TOTTEN MOVED TO INCLUDE THE QUOTATION FROM MR. BECK IN THE MINUTES WITH THE PREFACE, "MR. BECK STATED." BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR HARTMAN AND BOARD MEMBERS CAMPANA, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

BOARD MEMBER SMIGIELSKI MOVED TO APPROVE THE FEBRUARY 21, 2024, LIBRARY BOARD REGULAR MEETING MINUTES WITH THE PROVISION THAT THOSE WHO WERE ABSENT ARE LISTED SEPARATELY. BOARD MEMBER TOTTEN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR HARTMAN AND BOARD MEMBERS CAMPANA, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Patron Comment Report

Michael Beck, Library Director, provided an overview of patron comments received over the last month. Following up on a comment from last month, Mr. Schnoor and his team continue to work on the feasibility of erasing flash drives after use. There was a comment related to DVDs that staff responded to, noting there are many factors that go into purchasing them. There were multiple comments related to the great customer service.

In response to Board Member Totten's question, Mr. Beck advised neurodiversity books can be found in a variety of locations, and a keyword search would be performed to assist the patron in locating the material. Further, there is a process for patrons to suggest material if the library does not have anything related to a specific subject or topic, especially medical and science books, as they have a shorter shelf life.

In response to Chair Hartman's question, Mr. Beck advised that the library offers Hoopla, which allows you to download movies, music, and books, but may be considered a different service rather than streaming. A discussion ensued regarding the library obtaining a streaming service that patrons could utilize. Mr. Beck stated he will look into it and report back at the next meeting.

2. Youth Services Programming

Dr. Mariko Whelan, Early Literacy, Youth and Teen Coordinator, provided an overview of the current programs for babies to teenagers. These programs include story times, annual large family events, and Knowing and Growing six-week programs. They also have many book clubs that are targeted toward teens. The Family Read Aloud nights are held through a partnership with SUSD have been a great success this year. Additionally, as part of the partnership with SUSD, the Kids Café program provides free meals Monday through Friday to children ages 0–18. They are hoping to get Read On Scottsdale back up and running.

Between July 1, 2023, and March 16, 2024, 689 early learning, youth, and teen programs were held, and approximately 315 more are scheduled through the end of June 2024. Attendance between July 1, 2023, and March 19, 2024, was 20,683, which does not include Family Read Aloud nights. These statistics show the programs are back in full swing.

In response to Board Member questions, Dr. Whelan stated they do not track attendance to the extent where they could determine duplicate attendance at programs due to the volume of programs, and many of them are just walk-ins. An overview of the Family Read Aloud nights was provided, noting pizza and drinks were provided to attendees, followed by a brief dance party, and closing the evening with the actual Family Read Aloud night with various stories told to attendees.

A discussion ensued regarding the use of newspapers, social media, or a newsletter to ensure the City Council and the public are aware of what the library offers, the value of the programs available to children and families, and the need for resources to continue these programs.

3. Library Website Update

Melissa Orr, Senior Library Manager, provided an update on the library website, noting they are checking to make sure everything is accurate and updated on the existing webpage before migrating to the new webpage. They were able to preview the changes to the City's webpage, which will go live in three months. It is anticipated the new library page will not go live until the fall.

A staff committee has been working to gather information and feedback related to what they help patrons with the most on the webpage. The most frequently used areas of the website are being identified and captured. Other library websites around the country are being reviewed to see what can be learned and adopted into the new webpage. The process is in the preliminary stages, but all this data is being compiled and analyzed to create a webpage that is concise and user-friendly.

In response to Chair Hartman's question, Ms. Orr explained the data collection process for the webpage. A discussion ensued with Chair Hartman suggesting board members participate in the gathering of data from the public to have a voice and input. Mr. Beck noted this is an introductory agenda item that can come back as a future agenda item with updated information and further discussion. Additionally, board members already have opportunities to contribute ideas and feedback as patrons and community members.

Board Member Totten commented on the term "youth," noting, to her, it means teens not children, and suggested using different terminology.

4. Teen Advisory Board Presentation

Alexis Skidmore, Librarian at Civic Center Library, and five members of the Teen Advisory Board (TAB) presented an overview of how teen volunteers assisted the library. Presently, 542 TAB members provided 9,000 hours of service in 2023. In the library, the teen volunteers assisted with programs, putting books on the shelves, creating displays, and making grab-and-go bundles. They assisted in many events, such as the library card sign-up events, community outreach, Parada Del Sol, Bunnanza, Summer Reading, and Fall Fest. Nineteen of the teens received the Presidential Service Award in recognition of their hours of library service. Some of the teen volunteers were awarded scholarships, employment, or other awards using library staff as references.

On April 2, 2024, there will be an award ceremony for the 66 teens who qualified for the 2023 Presidential Volunteer Service Award at Civic Center, and the Library Board is invited to attend.

5. Library Policy Review – Rules of Conduct

Tamera Norwood, Senior Library Manager, provided an overview of the Rules of Conduct policy that had not been updated since November 2020. This policy was initially reviewed by staff to ensure it complied with the existing Community Services Departmental policy, the Attorney's office, Library Administration, and each library department. The result is a policy that instills current practices and complies with Community Services' and legal advice. Chair Hartman suggested including language related to littering. Ms. Norwood stated for the most part, people are very

responsible; sometimes they must pick up the area, but it does not appear anyone is overly tasked by it. A discussion ensued, and Ms. Norwood stated she would discuss it with the Attorneys and make any recommended changes.

6. Director's Report

Mr. Beck provided the director's report.

- ▶ They are looking into the feasibility of developing a satellite Career Center at Civic Center Library and exploring potential grant opportunities.
- ▶ The public hearings for the budget will be on May 14, 2024, for tentative adoption of the budget, June 4, 2024, is the final public hearing, and June 25, 2024, is the final adoption of the budget.
- ▶ MAX is doing well; since January 1, 2024, Scottsdale patrons have made 554 loan requests, and Scottsdale has fulfilled 396 requests made by other libraries. Mustang is the central hub of all MAX circulation because that is where the County pick-up location is. Mr. Beck is pleased with our work and support of this program.
- ▶ As a follow-up regarding the Acceptable Use Policy, upon reviewing the suggestion to add "Go to meetings and Microsoft Teams use", staff felt that such a change was not warranted at this time.
- ▶ Upon considering Board Member Smigielski's suggestion, the COVID-affected yearly statistics will be eliminated from reporting.
- ▶ Staff will discuss the Culture Pass Program next month.

7. Branch Liaison Assignments and Best Practices

Chair Hartman noted the Board Liaison assignments needed to be completed. Upon discussion, the Board decided to table the liaison assignments until the April meeting.

She discussed coming up with some best practices because everyone does something a little different and they have not had an opportunity to share them. The role of the liaison is not mandated. A discussion ensued, with most board members indicating they introduced themselves to staff, created a connection, and recognized staff for their work. Chair Hartman will compile the list into a working document for next month's meeting.

8. Board Members' Reports

- Board Member Totten provided an overview of the Friends of Scottsdale Public Library, noting they were focused on increasing fundraising, promoting membership, promoting events, and how they are positioned in the community. The Friends discussed the feasibility in having a "Meet the New Director" event and they will be participating in Bunnanza.
- Board Member Totten noted that she attended the Southwest Architecture lecture at Mustang, which was a well-attended event, and suggested continued promoting efforts.
- Board Member Smigielski presented an article from the Independent titled *Behind the Bookshelves, Navigating the Digital Landscape at the Scottsdale Public Library*. The article quoted Rebekka Jones, who provided a clear description of the purchasing process. She reiterated the newspaper is a great way to promote the library.

9. Identification of Future Agenda Items and Future Meeting

- Branch Liaison Assignments
- Volunteer Presentation
- Budget
- Bylaws - Function of Reporting to the Council and City Manager
- Chair speaking before City Council

Next regular meeting: Wednesday, April 17, 2024, at 3:00 pm at Appaloosa Library

10. Adjournment – 4:56 p.m.

BOARD MEMBER HARTZ MOVED TO ADJOURN THE MEETING AT 4:56 P.M. BOARD MEMBER CAMPANA SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR HARTMAN AND BOARD MEMBERS CAMPANA, HARTZ, SMIGIELSKI, AND TOTTEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

Recorded and transcribed by eScribers, LLC.