Chandler Public Library Board
Regular Meeting
Minutes, May 18, 2021

Meeting was called to order at 6:33 p.m. at the Downtown Library.

Members Present: Maria Munoz – Acting President (in-person), Karla Palafox (virtual), Arman Sidhu (virtual), Roman Orona (virtual), and Michael McElhany (in-person). Shanesha Davis was absent.

Others Present: Rachelle Kuzyk, Library Manager; Courtney Allen, Management Assistant and Board Secretary.

Approval of Minutes: Minutes of the November 17, 2020 meeting
a. Motion was made by Arman Sidhu to approve, Michael McElhany seconded. Motion passed.

Scheduled/Unscheduled Public Appearances/Call to Public
a. None

Briefing Items
a. Library Manager Report – Rachelle Kuzyk
See attached Managers Report. All Board members read the Managers report in advance.
Michael McElhany had a question on the November 17, 2020 meeting minutes. He inquired on the status of the in-process Library Makery policies. Rachelle responded that staff have not arrived at a completed policy at this time. Two specific examples of the policies staff are still working on are public training requirements for the use of The Makery equipment, and what to do in the case of a patron wanting to manufacture offensive items using the 3-D printer, e.g., weapons. Rachelle added that The Makery furniture has been received and installed so The Makery is very close to opening.
Michael also inquired on the strategic plan. Michael stated the strategic plan is good strategy-wise, but he is interested if there is a corresponding tactical plan. Rachelle responded stating there will be but she is looking for Board member discussion and feedback in addition to gathering information from several Library service areas to put together accompanying action plans. The first draft of the action plans and how to implement them are due to Rachelle from the Library service area managers by the end of May, 2021. The document will be finalized in June in order to become effective the new fiscal year, July 2021. The Board questioned when they can gather to discuss their action plans in order to add them to the document. Rachelle responded stating once the Board sees the full strategic plan at the September meeting, the Board can discuss their ideas and additions for the document. Michael inquired if the strategic plan goes to City Council for approval. Rachelle informed the Board that the document is presented as information to the City Council, but City Council approval is not required because the Library strategic plan works in alignment of the framework to the City Councils strategic plan. The Library strategic plan has also been vetted by Chandlers Communication and Public Affairs Department as well as City Management.
Arman Sidhu inquired if there are any quantitative or measurable indictors the Library uses to review program attendance or circulation statistics based on population growth in order to assist in determining goals for the next five years. Rachelle responded stating those are

the types of items that will be in the upcoming action plans. Rachelle stated that the statistics the Library will have to use to plan for the future will have to come from the 2017-2019 trends due to the decrease in Library services during the pandemic.
Rachelle informed the Board the Library will return to in-person programming with program capacity considerations on August 1.

Action Agenda

a. None

Members Comments/Announcements

a. There is a Library Board vacancy. Please spread the word to anyone you know that may be interested.

Information Items

b. Maria Munoz asked the Board members to introduce themselves.

Calendar

a. Library Board Meeting: Tuesday, September 21, 2021 in the Downtown Library Copper Conference Room 254

b. Friends of the Library Meeting: Tuesday, June 8, 2021 @ 1pm

Adjournment:

Motion to adjourn made by Maria Munoz, Arman Sidhu seconded. Motion passed. Meeting was adjourned at 6:55 p.m.

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Board Chair

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Board Secretary