

Meeting Minutes

Library Board Regular Meeting

November 16, 2021 | 6:30 p.m.
Copper Conference Room 254
22 S. Delaware St., Chandler, AZ



Call to Order

The meeting was called to order by Chairman Davis at 6:30 p.m.

Roll Call

Commission Attendance

Chairman Shanesha Davis
Commissioner Maria Munoz
Commissioner Elizabeth (Beth) Brizel
Commissioner Karla Palafox (virtual)
Commissioner Michael McElhany (virtual)
Commissioner Arman Sidhu (virtual)

Staff Attendance

Rachelle Kuzyk, Library Manager
Courtney Allen, Management Assistant

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. September 21, 2021 Library Board Meeting Minutes
Motion was made by Maria Munoz to approve, Beth Brizel seconded. Motion passed.
2. Chandler Library Board 2022 Meeting Dates
The proposed schedule was revised to rotate meetings between all four Chandler Library branches. Motion was made by Maria Munoz to approve, Beth Brizel seconded. Motion passed. See attached revised schedule.

Briefing

1. Library Manager's Report – Rachelle Kuzyk

The Library Manager's Report was provided to the Library Board in advance of the meeting for the Board Members review.

Rachelle mentioned the winter break pilot program the City Manager approved for the closure of City facilities during the week between Christmas and New Years. The Library is a public serving building so it will remain open with reduced hours and minimal staff. Monday, December 27 all City facilities will be closed in observance of Christmas; December 28, 29 and 30 the downtown library will be open from 9am-5pm; Friday, December 31 all City facilities will be closed in observance of New Years. This is a new pilot program so if all goes well this may be something the City Manage decides to continue with in the future as a new benefit to employees.

The library's action plan content was discussed. The action plan is a living document that may change with additions or revisions throughout the years. The content has information that was pulled from branch managers and service coordinators that includes everything from programming, IT, facilities and administration all lumped together. Managers and coordinators will ensure delivery of the goals outcomes over the course of the next five years of the strategic plan. Some of the goals are listed as ongoing while some have a finite start/stop date with a hope to have something achieved. Each goal has either an individual person or a group, such as the leadership group, attached to it. This is an ambitious set of action items for us to work our way through, but this is for five years so that gives time to work through the document and attain the goals.

Beth Brizel commented that this is an ambitious plan. Beth inquired how this action plan came about and when this action plan was put together. Rachelle responded stating when she began at the library in May, 2020, the library did not have a strategic plan or a recently updated vision and mission statement. There were also no obvious actionable items of how the library was going to provide library service. Fall, 2020, library leadership held a brainstorming and strategic planning workshop facilitated by a library consultant. From this workshop, a strategic plan was completed first, then the conversation was held of how the strategic plan will become achievable. Essentially, a template was created and farmed out to the branch managers and service coordinators, then was brought back to Rachelle to piece together as an overall umbrella document. The strategic plan and action plan are completely new documents. Library leadership is hopeful this is an ambitious, achievable set of goals. Rachelle is hopeful these documents will evolve and grow over the next five years and they can be relied upon for funding and annual reporting. Beth commented this is very well put together and library staff did a very good job.

Karla commented on how the document relates to the library's relationship with the schools, which she believes library staff is already doing a great job of. Karla mentioned library staff attended a teachers meeting and made themselves available, which created an inviting relationship between school and library staff. Rachelle commented on how things have changed for the better at the school branches due to the new managers at both Hamilton and Basha.

Member Comments/Announcements

Beth Brizel inquired why there was nothing listed for a Chandler Community Experience within the 2021 Summer Reading Program (SRP). Beth is hoping a Chandler Community Experience will be implemented in the upcoming 2022 SRP. Rachelle responded that she will talk with the library program coordinator to see if there is something already in the planning stages. Rachelle will bring this back to Beth after speaking with the program coordinator.

A blank action plan template has been provided to the Board to add any ideas for a Board action plan. Board members can email Rachelle ideas by January 5, 2022 to add to the agenda for the January, 18 2022 meeting.

Calendar

1. The next regular meeting will be held on Tuesday, January 18, 2022, at 6:30 p.m., in the Barn Program Room at the Basha Library, 5990 S. Val Vista Dr. Chandler, AZ 85249.
2. The next Friends of the Library Board meeting will be held on Tuesday, January 11, 2022 at 1:00 p.m., in the Copper Conference Room 254 at the Downtown Library, 22 S. Delaware St.

Adjourn

Motion to adjourn made by Maria Munoz, Beth Brizel seconded. Motion passed. The meeting was adjourned at 6:51 p.m.

Rachelle Kuzyk, Board Liaison

Shanesha Davis, Chairman