

Library Board Regular Meeting

January 18, 2022 | 6:30 p.m.

Basha Library Program Room
5990 S. Val Vista Dr., Chandler AZ
or <https://whereby.com/cplcopper>



Board Members

Karla Palafox
Maria Munoz
Michael McElhany
Elizabeth Brizel
Arman Sidhu
Robert Lowry

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Library Board and to the general public that the Library Board will hold a REGULAR MEETING open to the public on Tuesday, January 18, 2022, at 6:30 p.m., at Basha Library Program Room, 5990 S. Val Vista Dr., Chandler, AZ or <https://whereby.com/cplcopper>. One or more Board Members may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Library Board

Regular Meeting Agenda - January 18, 2022

Call to Order/Roll Call

Scheduled/Unscheduled Public Appearances

Consent Agenda

1. **November 2021 Library Board Minutes**

Move Library Board approve the minutes of the Library Board regular meeting of November 16, 2021.

Briefing

2. **New Library Board Member**

Bob Lowry has been appointed to the Library Board

3. **Library Board Member Resignation**

Library Board President Shaneshia Davis has resigned from the Library Board.

4. **Library Managers Report**

Action Agenda

5. **Elect Library Board President**

Move that the Library Board elect a new Board President with a term beginning January 18, 2022, and ending May 1, 2023.

6. **Elimination of Fines**

Discuss and tentatively approve the Library to implement the elimination of fines. With the tentative Board approval, Library Leadership will move forward with the City's required postings and notifications. The Board will give final approval for the Library to be fine free at the March 16, 2022 meeting.

Discussion

7. How can the library support the community with covid testing kits? Maria Munoz

Information Items

8. The Library Board has a current vacancy so if you know of anyone that will be a good advocate for the Library, please refer them to the City's website to apply for a seat.

Member Comments/Announcements

Calendar

9. The next Library Board meeting will be held Tuesday, March 15, 2022 at 6:30 p.m. at Hamilton Library
10. The next Friends of the Library meeting will be held Tuesday, February 8, 2022 at 1:00 p.m. at the Downtown Library.

Adjourn



Library Board Community Services

Date: 01/18/2022
To: Library Board
From: Courtney Allen, Management Assistant
Subject: November 16, 2021 Library Board Meeting Minutes

Subject:
November 16, 2021 Library Board Meeting Minutes

Agenda Item Title:
November 2021 Library Board Minutes

Proposed Motion:
Move Library Board approve the minutes of the Library Board regular meeting of November 16, 2021.

Attachments

Library Board Minutes 11.16.2021

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



Library Board Community Services

Date: 01/18/2022
To: Library Board
From: Courtney Allen, Management Assistant
Subject: **Library Managers Report**

Overview

The Food for Fines program in December was very successful. In total, we waived just over \$6,300 in fines, collecting 56 boxes of food totaling 1,487 pounds of food for Azcend. Permanent elimination of overdue fines is up for discussion by the Board in upcoming meeting(s).

Staff enjoyed a holiday party on December 16th, which was a great team building opportunity. Good food, fun games, and much laughter made for a memorable holiday event.

In partnership with the Arizona State Library, Chandler Public Library is hosting the *Early Literacy Summit 2022, ABCs of Early Literacy: Back to the Basics*. The two day, in-person summit will take place at the Chandler San Marcos Resort on February 3-4, 2022.

Branch Updates

Basha Branch

- CUSD STEAM Club students partnered with Basha Library for the program on Monday, 1/3/22
- Team Challenge for December Gingerbread Houses and Snow Globes
- Winter Wonderland Week programming had approximately 150 participants

Downtown Branch

- The café passed inspection and will open mid-January.
- Program attendance has been increasing. There have been 64 children's story time programs since August 3 with a total attendance of 1,525.

Hamilton Branch

- Allie Bullock's promotion left a full-time library assistant vacancy. Considering second interviews at this time.
- Reviewing applications for the full-time library aide position.

Sunset Branch

- Limited access and hours will continue through January. Sunset is on track to reopen on February 1.

Outreach

- Lindsay Atwood was promoted to Outreach Librarian and will be coordinating library outreach events.
- The library will have a presence at the Multicultural Festival on January 15.

Collections and Statistics

	November	December
Physical Item Circulation	79,564	70,462
Active Cardholders	63,019	62,516

Programming

Below is a comparison of program statistics for calendar year 2020 and 2021. This gives a sense of how we have maintained consistency in programming in spite of Covid-19 related closures and operational restrictions. 2021 saw a slight rise in program number and attendance.

Calendar year 2020

Number of programs - 1,404

Program Attendance- 31,483

Grab & Go kits (included in total attendance)- 7,548

Calendar year 2021

Number of programs - 1,534

Program Attendance- 40,336

Grab & Go kits (included in total attendance)- 13,529

Friends of the Chandler Library

- Friends of the Library launched the Season of Friendship, end of year giving campaign.
- Friends of the Library and the Teen Advisory Council are hosting the Book Drive & Curbside Drop-Off event on 1/29/2022 at all library locations.
- Adult volunteers were mailed Thanksgiving cards and invited to pick up a holiday gift at any of the library locations.
- The annual adult Volunteer Appreciation Event will be held on April 5, 2022.

Attachments

Basha Pictures

Staff Ugly Sweater Day – December 16, 2021



Friends of the Library Holiday Book Sale

