

Meeting Minutes

Library Board Regular Meeting

May 17, 2022 | 6:30 p.m.
Sunset Library Monsoon Room
4930 W. Ray Rd., Chandler, AZ 85226



Call to Order

The meeting was called to order by Board President Beth Brizel at 6:30p.m.

Roll Call

Commission Attendance

Board President Beth Brizel - Present
Board member Bob Lowry - Present
Board member Michael McElhany - Present
Board member Arman Sidhu - Present
Board member Maria Munoz – Not Present
Board member Karla Palafox – Not Present

Staff Attendance

Rachelle Kuzyk, Library Manager
Courtney Allen, Management Assistant

Scheduled and Unscheduled Public Appearances

None

Consent Agenda

1. March 15, 2022 Library Board Meeting Minutes
Motion to approve the minutes was made by Board member Lowry, Board member McElhany seconded. Motion passed 4-0.

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 Board members review.
Rachelle Kuzyk announced Martin Rodriguez was promoted to the Downtown Library Associate.

Action Agenda

1. Circulation Policy Revisions

Motion to approve the Circulation Policy revisions was made by Board member McElhany, Board member Sidhu seconded. Motion passed 4-0.

The Circulation Policy was renamed to The Library Cardholder Policy. The revisions are listed below.

The Cardholder Policy revisions discussed are as follows:

The first type of card patrons are eligible for is the full access card, which is available to any individual who works, resides, or goes to school in Maricopa County. Anyone who does not fall into those boundaries can pay \$40 for a full access card.

Board member Lowry inquired how many people have had to pay the \$40 fee. Courtney Allen followed up the following day sharing that the Library has collected \$1,489 in fiscal year 2020/21 and \$2,138 through April 2022 in fiscal year 2021/22 in membership fees. There are other charges that fall into the membership revenue line item, i.e., lost card fees, guest passes, etc., which is why the numbers are not in \$40 increments.

The revised policy then states all the acceptable forms of identification. The library will make the allowance if you do not have official identification that shows the proper address requirement, a piece of mail will be accepted, print or digital.

The age ranges for adult, young adult, and youth cards are outlined based on the year of birth. eCards are now available. This touches on Board member McElhany's discussion item #5 regarding content and accessibility. To receive an eCard, you do not have to come into the library, you can register for it online. Your address must still fall within the required guidelines. There is an authentication process that verifies the address and last name provided are authenticated against postal records. Are we able to deny someone from having both a Gilbert and/or Maricopa County library card, as well as a Chandler library card? No, because the conditions decided that are acceptable for residency requirements, that person still meets all the requirements. Michaels reasoning for the inquiry is to understand digital content; how libraries get access to it and what the policies are related to it. Rachelle responded stating that digital content restrictions are tied to the publishers because the library does not own digital content, it is leased. Some publishers are on a 26 circulation, while some are one year. The borrower must download the digital content, holds do not count against circulation. Michael inquired if there is any concern or issue with our digital collection being abused by non-eligible or duplicate system ecard holders. Rachelle does not feel our collection is being abused or our system being taken advantage of. We do not receive complaints from patrons that their digital content needs are not being met. The Chandler Public Library system does not share digital content with other library systems, whereas other systems do.

Computer only access cards are now provided free of charge. An actual library card is provided, with the parameters set that it is for computer use only, but they can keep in their possession and not have to check in at the desk every time they come in for computer use. There will be a \$2 card replacement fee charged if lost. The previous policy stated there was a \$2 fee and a patron would be required to pay that every time they needed to come in for computer use only.

The special note to parents and guardians essentially means that the library does not serve in the role as a parent, and parents are responsible for their child's library use.

Borrowing items and loan limits has remained the same at a 100-item loan limit. This was always the case, but not mentioned in the previous policy.

The hold limit has been increased from 10 to 25.

The policy now states Chandler Public Library does not charge fines for overdue materials. All items are automatically renewed up to four times, except if a hold is placed on the item or it is an Inter Library Loan (ILL). Library materials returned 14 days after the due date or longer will subject the cardholder account to a replacement charge of the retail item price, plus a \$5.00 non-refundable processing fee. The replacement value is determined by the library, patron purchased replacement copies of lost items will not be accepted.

Council member Lowry inquired how a patron would be charged a fee if overdue fines are now eliminated. Rachelle responded stating the overdue fines are eliminated, and materials will automatically renew (if not on hold or an ILL), but once the final due date comes and the book is not returned for 14 days past that due date, there will be a book replacement fee plus a non-refundable \$5 processing fee.

The following are the fee revisions to the new Cardholder Policy:

There is no longer a charge for a marked or torn page (\$.50) or a missing page (\$1.00).

The fee for a plastic jacket removal, and a lost or damaged DVD case is now \$5, not \$2.

The lost/damaged audiobook case fee is now \$10, not \$2.

The lost/damaged audiobook sleeve is \$1.

There is no longer a guest pass fee (\$2).

The ILL fee is now determined by the loaning institution, not \$6.

Black and white copies and printing are now \$.10, not \$.25

Color copies and printing are now \$.25, not \$1.00.

2. Meeting Room Policy Revisions

Motion to approve the Meeting Room Policy revisions was made by Board member Lowry, Board member Sidhu seconded. Motion passed 4-0.

Courtney Allen presented the revised meeting room policy. There were very few revisions, mostly formatting. The following are the revisions:

The occupancies were updated to reflect the rooms with tables and chairs in them, not as an open space.

There was clarification to the food policy in the general policies section. The wording was revised from "Food and drink, other than finger food and bottled water, are not allowed", to "Dry, packaged snacks and water bottles with sealable lids". This aligns with the study room food policy. The tobacco policy was revised to be more specific and include the e-cigarette and vaping language. The original language was very vague:

The old policy stated: "Smoking and use of tobacco products are not allowed."

The revised policy states: "Chandler Public Library maintains a smoke and tobacco-free building. Smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) is not permitted in any part of the building. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose."

The Sales and Solicitation policy was updated to align with Chandler City Code:

The old policy stated: "Per Library Sales and Solicitation Policy, fundraising or the exchange of money on library premises is prohibited unless the event is sponsored by the Cultural Affairs Division, The Friends of the Chandler Public Library, or a City sanctioned event, such as a City award ceremony."

The revised policy states: "No person shall engage in any vending or solicitation operations without having first obtained a permit from the Community Services Director. The license or permit shall note the specific park, facility, or open area in which the licensee is authorized to conduct vending and/or solicitation operations and the duration of such use. Vendors must also obtain any other appropriate and applicable local, county or state licenses or permits. EXCEPTION: The Community Services Department has designated specific areas at various facilities where petitions and political solicitation can transpire. A permit is not necessary to conduct petition and political solicitation."

There was a removal of the wording "The applicant shall not participate in indecent or sexually explicit behavior which a reasonable person would find lewd or obscene." This verbiage was subjective and was replaced with "The applicant shall not participate in behavior which could be considered inappropriate."

Discussion

1. Board member Michael McElhany is inquiring if Chandler Public Library has an issue with people holding multiple library cards for public libraries for which they are not eligible, to reserve digital books from multiple libraries at the same time.

If we do not have this issue, what mechanism is employed to prevent it from happening? If we do not know if we have the issue, is there a mechanism we could implement to find out if there is an issue?

Rachelle responded to Board member McElhany's inquiry in the Action Agenda, Circulation Policy revisions discussion.

2. Board member Lowry provided an update on the Friends of the Library (FOL).

Board member Lowry informed the Board the FOL approved the annual library support of over \$85,000 for the upcoming fiscal year 2022/23, compared to \$67,000 in fiscal year 2021/22. A few of the programs supported by the FOL annual support include Press Reader database, Grab & Go Kits, Read to Succeed, and professional development. Online book sales have increased 25% in one year, and the Friends of the Library members and donations have grown 700% in three years.

3. Board member Arman Sidhu would like to discuss plans for expanding programming options for Teens & Adults across the Chandler Public Library branches. Looking at ways to revamp existing or create new adult programs by replicating successful initiatives at other library systems throughout the state like College Depot, Start-Up PHX, Arizona Humanities, etc.

Board member Sidhu is looking for ways to revive programs for teens. Rachelle responded that the library currently has an open recruitment for a teen Librarian to run the Makery, which is a huge draw for that age range. There is also talk of creating a mini Makery at the Sunset library. We are also looking into a mobile STEAM Lab / Makery that would do outreach programming in the community and underserved areas. Rachelle will have staff reach out to the organizations that Board member Sidhu suggested.

4. Board member Maria Munoz would like to suggest adding a special library event in the City Scope newsletter. Board member Munoz was not present, so this was not discussed.

Members Comments / Announcements

1. Bob Lowry announced that Board member Munoz is now serving of the FOL board. There are still vacancies on the FOL board.

Calendar

1. The next regular meeting will be held on Tuesday, September 20, 2000, at 6:30 p.m., at the Downtown Library, 22 S. Delaware St. Chandler, 85225.

2. The next Friends of the Library Board meeting will be held on Tuesday, June 14, 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 Board member McElhany, Board member Lowry seconded. Motion passed. The meeting was adjourned at 7:16 p.m.

Courtney Allen, Board Liaison

Beth Brizel, Chairman