

# Meeting Minutes

## Library Board Regular Meeting

May 21, 2024 | 6:30 p.m.

Basha Library

5990 S. Val Vista Dr. Chandler, AZ 85249



### 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 – Virtually Present  
Board member Bob Lowry – Present  
Board member Michael McElhany – Not Present  
Board member Arman Sidhu – Present  
Board member Alexis Merritt – Present  
Board member Jennifer Pawlik – Present  
Board member Parker McCarthy – Present

#### Staff Attendance

Rachelle Kuzyk, Library Manager  
Courtney Allen, Management Analyst  
Sue Van Horne, Assistant Library Manager  
Chris McGinley, Basha Branch Manager  
Caryn Nall, Hamilton Branch Manager

### Unscheduled Public Appearances

None

### Information Items

1. Please welcome our two new Library Board Members; Jennifer Pawlik and Parker McCarthy. Board Member Palafox has resigned, and Board Member Munoz's term has expired.

The Board held a round table of introductions to introduce themselves to the new board members.

Board member Pawlik has lived in Chandler since 2008, is an avid reader, and feels honored to be part of the board.

Board member McCarthy has lived in Chandler for about eight years, in Arizona for 17, and is originally from the Chicago area. Board member McCarthy has a young son who goes to Chandler schools and he loves what the library does for his son and wanted to get involved to see how he can help.

## Consent Agenda

### 1. March 19, 2024 Library Board Meeting Minutes

Motion to approve the minutes was made by Board member Lowry, Board member Sidhu seconded. Motion passed 6-0.

## Briefing

### 1. Library Manager's Report – Rachele Kuzyk

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

Board President Brizel inquired what school the first grade Read to Succeed program came from. Sue Van Horne informed the board that the students were from Chandler elementary schools closest to the downtown library; Galveston, Frye, and San Marcos.

Board President Brizel commented on how great it is that all four libraries will be cooling centers as part of the City's Heat Relief Station program.

Board member Brizel also thanked Hamilton staff for the partnership between Hamilton Library and the Hamilton Astronomy Club to provide telescopes for students and faculty to experience the eclipse.

Board member Brizel inquired on which schools held the Ready, Set, Kindergarten (RSK) program. Rachele informed the Board that the program is held at the library, as they children are only four- and five-year-olds, not quite school age yet.

Board President Brizel is very thankful to library outreach staff for all they do with the west side high school Corona Del Sol, and for always attending all the outreach events to be there for the community.

Board President Brizel inquired on the breakdown of the tax assistance statistics per library. Rachele responded that she will get those results from the Library Programming Manager and report back to the board at the September meeting.

Rachele Kuzyk expanded on a couple of items from the Managers Report.

The Summer Reading Challenge registration opened May 1, and the actual challenge starts on June 1. We have already exceeded 2,000 registrants before the program has started, which is a fantastic number. Rachele suggested to the board to follow the library on social media; Instagram and Facebook. In the last eight months our Community Services Department has a brand-new marketing team, and along with our Outreach Manager Jo-el Miller they are doing phenomenal work. The reels, posts, and the engagement going on right now is unlike anything in the four years that Rachele has been with the library, it is top notch. If you haven't seen see the Texas Hold'em video featuring Sue, you need to seek that out. Staff have received kudos on that from the City Communications and Public Affairs Department (CAPA). Board member McCarthy inquired which social media platforms the library uses. Rachele responded that we are on Facebook, Instagram, and X. We do not do Tik Tok.

Board member Sidhu inquired on the book vending machine at Sunset. Rachelle informed the board that the machine was sent back to the vendor. The machine did not integrate with our circulation software. We are still actively looking for something that would allow a grab and go type book nook corner or machine, even if it's a little free library that does not require staff. This may be the direction we go until we find a good product that dispenses and allows holds pickup. Rachelle informed the board that the outreach team, along with our library courier, will be responsible for the distribution of materials to fill the machine or potential book nooks in the community.

Rachelle informed the board of the successful garden party at Sunset Library. Sunset Library is next to Sunset Park, with a connecting path. Along the path are musical instruments in one direction and the permanent storywalk in the other. Board member Sidhu inquired how often the storywalks are rotated. Rachelle and Sue responded that staff rotate the stories every three months, or if there's an upcoming holiday, theme, or program they may switch it out to align with that. We also have temporary storywalks for staff to put out at special events or for schools to borrow.

Board member Pawlik inquired on the capital project at Hamilton Library. Rachelle gave the board background information and updates on the project. There is approximately \$800,000 set aside for capital improvements to the Hamilton Library. We are working with the architects for a design to improve the circulation workflow. The book drop is slightly outside and it's it does not flow well with the rest of the facility, so we will be getting an improved circulation work area. The old program room was designed to house a small amount of people and is poorly designed with concrete poured stairs and barely any space for families to sit down and engage in our programs. We moved what used to be the computer lab that was dedicated for high school use onto the floor several years ago to convert that space into a usable program room, but we are now trying to get a children's programming space in the children's area of the library. Hamilton is the only library that does not have any study rooms, so we are trying to add those to make it more consistent with the rest of our libraries. We are probably at 20-30% completion on the drawings with the architect and are hoping to have those drawings completed by September. Hamilton is the smallest space of all the libraries but we can't change the footprint, so we're trying to reevaluate how we're using the space and make it better for the school and for the community.

2. Board Member Lowry will report on the funding requests for Friends supported programs and events for the 2024/25 fiscal year.

Board member Lowry gave an update on the Friends of Library and the funding requests received from library staff. Requests from the library started coming in April, then three weeks ago the Friends met to discuss and modify or approve them. There were 21 different requests for funding this year, which was 35% higher than last year, and 100% higher than two years ago. The support of the community through book sales and donations to the Friends is what allows the Friends to keep pace with everything the library wants. The function of the Friends is to take whatever they can get through donations and book sales and turn it around to give it back to the library. The Friends have approved funding so far just under \$90,000 for fiscal year 2024/25, but it may end up being closer to \$110,000. Some of the key programs they are supporting are community

outreach with \$6,500, \$10,000 for a library card campaign, which was discussed in March and Rachelle made her pitch last week, \$10,000 for the Grab & Go kits, which were started during COVID and have developed a life of their own. The kits have been incredibly successful and are still going strong after four years. Staff appreciation and development will receive \$8,000, and I think we can all agree that staff are very deserving of every penny of that because they are critical for the success of the library. The summer reading program will receive \$8,000, general library programming gets \$19,000, and high five early literacy will receive \$6,300. These are just some highlights, there are many more programs the Friends support. Board member Lowry wants to emphasize that the Friends are only able to do what they do because of the generosity and support from the community. He feels this year the Friends are going to gross about \$110,000 in revenue and will be giving it all back. Board member Lowry also informed the board that he just signed a check for just under \$135,000 for the Library Bookmobile. This is something that the Friends have been working towards for a couple of years and they are excited for Chandler's fifth library branch.

Board President Brizel is very grateful for Board member Lowry and the Friends of the Library for all they do to support the library.

Board member Pawlik inquired if it's typical that there is a Friends Board member on the Library Board. Board member Lowry replied that there is generally not a Friends Board member on the Library Board. The Friends are a totally separate non-profit organization.

## Discussion

1. Malori Heppler, Community Services Marketing and Communications Program Coordinator, would like to create social media posts that introduce each of our Library Board members, for those that are interested.

Rachelle informed the board that if they are interested in having a professional headshot and a biography/profile about their service to the community and why they are serving on the library board, Malori will look after coming to a meeting. This is not mandatory, but let Courtney know if you are interested and we will coordinate with marketing.

2. Board member Merritt would like to discuss updates to the Book & Board Library Lounge; future programming ideas, requesting funds from the Friends to add to the collection each year as new and improved board games are released, what advertising efforts have been used, and usage statistics. Also, why are the games not listed by name, but only as a game collection? Therefore, they are not searchable in the catalog.

Board member Merritt has some follow-up questions on the Book and Board Lounge, as it has been open for almost one year. Rachelle responded that the games are now part of the library collection, which is under the cataloging and collections team. They have reviewed the statistics, which are not overwhelming at this point, but the games are getting used and there is a value in having them. At this point in time, this circulation is not warranting an expenditure on additional games in the lounge. The lounge is full of games so it is like any collection, we will keep an eye on

it, but as things get damaged, we don't need to ask the Friends for funding to replace the games. Right now, adding money to the game collection is not a collection priority for us, which isn't to say that a year from now that may change. The lounge is still only a year old and a lot of collections take time for traction when they're brand new. Library staff are running a program survey right now. We have done some good marketing. There is a game of the month featured and Timothy from the Makery, who is kind of our gaming expert, looks after writing reviews of the games and featuring different ones, so we feel satisfied with where it's at right now. Given the newness of the collection and the purpose that it has, Rachelle feels the games are more for in-library use, which doesn't always reflect in the circulation numbers. It's an in-house circulation as opposed to an actual checkout. Sue Van Horne added that she is pleased with what she is seeing in the lounge and the board games. People are coming in, they're playing, they're taking games into the seating area, and they're also playing them within the lounge. Sue wouldn't say she's seen a lot of activity in the Dragon's Den, but that's a smaller population. The lounge is a small area so we're happy that people are in there playing and bringing their lunch with them or buying snacks. Rachelle believes there are two ways to look at the game collection; a collection in the sense that people can borrow it and take it home with them, or a program. If it's only a check-out collection, the checkout statistics are not there yet. If it's a program, its intent to draw people into the library for us to engage with them and give them the space to use it is fulfilled. For now, it's not a collection that we need continue to dump money into, but as a program, it's phenomenal right now. So right now it is functioning more as a program and program space for the library, as opposed to a collection that would be rivaling the DVD, fiction, or picture book circulation. People are just not borrowing it to the same extent, but it is getting the same engagement from the community as people coming in to sit and read magazines or attend a program or come to our job center. So, collection versus program? Rachelle feels it just depends on the philosophy that you take on what the library is getting from it, so for Rachelle right now, it is a very successful program.

Board member Merritt also inquired on browsing the collection online. Rachelle stated the game collection was meant to be, at least from the cataloging perspective, a browsing collection and not a holdable collection. The intensity of staff resources for the games is a more labor-intensive collection to manage than checking in a library book. Sue added that we are not having patrons come in asking for games by name or recommending games to purchase.

## **Members Comments/Announcements**

1. Board member McCarthy inquired as a new library board member, what can he do to help? Rachelle responded that there are two different functioning types of library boards; a governing library board and an advisory library board. Ours is an advisory library board. There are several important policies that this board sets, and they have recently reviewed and approved them just in the past year. The sticky one is the collection development policy. The board essentially runs interference between the community and City Council when some of those controversial political conversations happen. Because board members are appointed by council, they serve as the voice to the community. The importance of the Freedom of Information and the collection, and development policy, which is the most

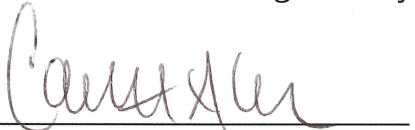
important policy that this group sets. Fines and fees are also set by the library board. Three years ago, this library board voted to remove fines. Being a community advocate for the library is the primary job as a member of the library board, and of course to show up at the meetings and be supportive, ask questions, and bring ideas. Sue and Rachelle are happy to give library tours. Chris is happy to give you a tour of the Basha facility while you're here tonight. As you rotate through meetings to the different libraries, we always like to have the library managers there. Each library has a unique personality and character and so you'll see different little things at each of them. Reach out to Rachelle directly and she and Sue will coordinate a tour, even if it's a one-on-one tour of the downtown library. Then as we go through the other board meetings, we will give you tours of the other facilities.

## Calendar

1. The next regular meeting will be held on Tuesday, September 17, 2024 at 6:30 p.m., in the Hamilton Library Program Room, 3700 S. Arizona Ave. Chandler, AZ 85248.
2. The next Friends of the Library Board meeting will be held on Tuesday, June 4, 2024 at 1:00 p.m., in the Downtown Library Copper Conference Room, 22 S. Delaware St. Chandler, AZ 85225.

## Adjourn

Motion to adjourn made by Board member Lowry, Board member Sidhu seconded. Motion passed. The meeting was adjourned at 7:27 p.m.



Courtney Allen, Board Liaison



Beth Brizel, Board President