

# Meeting Minutes

## Library Board Regular Meeting

November 19, 2024 | 6:30 p.m.  
Sunset Library  
4930 W. Ray Rd. Chandler, AZ 85226



### Call to Order

The meeting was called to order by acting Board President Jennifer Pawlik at 6:30 p.m.

### Roll Call

#### Commission Attendance

Acting Board President Jennifer Pawlik – Present  
Board member Michael McElhany – Present  
Board member Arman Sidhu – Present - Virtually  
Board member Alexis Merritt – Present  
Board member Parker McCarthy – Present  
Board member Faith Risolo – Present

#### Staff Attendance

Rachelle Kuzyk, Library Manager  
Courtney Allen, Management Analyst  
Sue Van Horne, Assistant Library Manager  
Debe Moreno, Sunset Branch Manager

### Unscheduled Public Appearances

None

### Consent Agenda

1. September 17, 2024 Library Board Meeting Minutes  
Motion to approve the minutes was made by Board member McElhany, Board member Merritt seconded. Motion passed 6-0.

### Action Agenda

1. Move Library Board to nominate and approve a new Board President.  
Board member Sidhu nominated Board member Pawlik. Board member Pawlik was grateful for the nomination but asked the long-term existing members if anyone is interested. Board member Merritt expressed her interest. Board member Pawlik supported Board member Merritt's interest, as did the other board members. The board would like to have a backup or vice president in the event of another absence of a Board President. Courtney will confirm with the City Clerk's office that we can elect a vice president.

Board member Pawlik made a motion to elect Board member Merritt as the new Library Board President, Board member Sidhu seconded. Motion passed 6-0.

## **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 member's review.

Rachelle informed the board that the Friends of the Library have donated additional funds for a new, smaller library outreach vehicle as well as a book locker.

Board member McCarthy inquired on the Bookmobile route. Rachelle informed the board that the intent is that the bookmobile will run five days a week. It will have a set route on Tuesdays, Wednesdays, and Thursdays, and possibly Mondays, if necessary. It will also be available for special events on Fridays and Saturdays. We already have a full-time manager for the bookmobile as well as a part-time librarian and a part-time library specialist. The expectation is that when the bookmobile is serving areas near our branches, we will have support from branch staff for bookmobile operations, particularly if there are large events in the areas. The new smaller outreach vehicle will go into locations or for route stops where the bookmobile is too large.

Board member Risolo asked if the bookmobile will go into underserved areas, or areas that are not easily accessible for people to get to any of the libraries. Rachelle responded yes; North Chandler is our most underserved community with no physical branch. It really is about getting out into the communities, becoming more visible, making the library a meaningful, valuable thing for all of those people who don't currently use us.

Board member McCarthy inquired if there will be a press release to let the public know about the bookmobile. Rachelle informed the board that our community services marketing team is itching to start talking about the bookmobile. We don't want to advertise it too early because the arrival date is not set in stone yet. We should receive the vehicle in spring 2025, then we need to get its collection in place and install of the technology, so it may be a couple of months after it arrives before we can get it out on the road. We want to be able to get it out so that it can participate in some of those big spring and fall festivals that Chandler offers.

Board member McElhany inquired how many books will fit in the bookmobile. Rachelle informed the board that there will be room for approximately 16 bays of books. There will be primarily bestselling, children's books, and a holds shelf. We don't have an exact number of books that will fit, but there will also be a programming area and an open community space, mostly for storytime, gaming, etc. Towards the front of the bookmobile, on the side that has the slide out, will be teaching space with higher counter height tables with room for 16 iPads so we can do all kinds of classroom instruction. The rest of the space will be shelving with tracks where book carts can clip in to be transportable while driving, then can be unclipped so they can be set up for outside borrowing as well.

Board member Merritt asked where the top location choices are for the book locker. Rachelle responded that as of now the top of the running is outside Tumbleweed Recreation Center where there will be 24/7 access. Tumbleweed is a city facility so we won't have to go into a lease, and we



can use the power and city internet here. Tumbleweed is also close to Hamilton high school and library so this can alleviate some of the access problems to get to Hamilton during the peak school dismissal hours. Tumbleweed is currently under expansion and the entire area is behind construction fence so we haven't identified exactly where will be the best place, but it's our hope this will be the location.

Board member McElhany inquired where the bookmobile will be stored. Rachelle informed the board that we currently have space set aside east of the downtown library on Delaware St. The city is building a covered space that has the proper power outlets and will be fenced off for protection. The project is running behind schedule so if it's not ready when the bookmobile arrives, we will likely have park it in the fleet compound.

Board member McElhany inquired about the holds on the bookmobile. Will they be filled and loaded from the downtown library. Rachelle responded yes; it will be the same centralized holds fill process we currently do from the downtown library.

Board member McElhany also inquired about the possibility of partnering with local elementary schools for special events with the bookmobile. Rachelle responded yes, but if there is not enough room for the bookmobile, this is where we could use the new mini outreach vehicle. We already do outreach in the schools, especially pre-Summer Reading Challenge, when we're visiting the classrooms and dropping off material to encourage participation.

Rachelle also informed the board that the bookmobile has been named the "Chandler Discovery Library."

Board member Risolo inquired if the bookmobile will be available for the regular routes on Saturdays. Rachelle responded that it probably will not be used for a regular route because Saturdays tend to be when all the special events happen.

Board member McCarthy inquired if the bookmobile could be used for birthday parties. Rachelle responded that is an interesting idea, but we do not have the staffing level for that right now, but it's not off the table. That's not to say that as we establish the route and determine the need and the demand for it, that can't change.

## **Information Items**

1. FY 25-26 Resident Budget Survey Link - [chandleraz.gov/budget](https://chandleraz.gov/budget)

The City of Chandler is starting its budget process and encourages residents to provide their thoughts about the community and its future. Starting Monday, Nov. 25, 2024, through Friday, January 20, 2025, Chandler residents will be able to complete the survey.

## **Members Comments/Announcements**

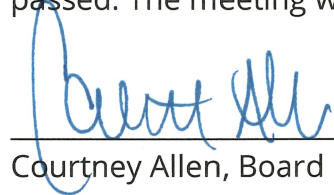
1. Board member Pawlik shared her appreciation for library staff being out in the community at special events. "Thank you for going out on Saturdays to be present in the community."

## Calendar

1. The next regular meeting will be held on Tuesday, January 21, 2025, at 6:30 p.m., in the Downtown Library Copper Conference Room, 22 S. Delaware St. Chandler, AZ 85225.
2. The next Friends of the Library Board meeting will be held on Tuesday, January 14, 2025, 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 McCarthy, Board member Sidhu seconded. Motion passed. The meeting was adjourned at 6:56 p.m.



Courtney Allen, Board Liaison



Alexis Merritt, Board President