

Meeting Minutes

Library Board Regular Meeting

May 19, 2026 | 6:30 p.m.
Chandler Public Library
22 S. Delaware St. Chandler, AZ 85225



Call to Order

The meeting was called to order by Board Chair Alexis Merritt at 6:03 p.m.

Roll Call

Library Board Attendance

Board Chair Alexis Merritt
Board Vice-Chair Jennifer Pawlik
Board Member Arman Sidhu (Arrived at 6:10pm)
Board Member Michael McElhany
Board member Melanie Dykstra

Library Board Members Absent

Board Member Parker McCarthy
Board Member Faith Risolo

Library Board Attendance

Rachelle Kuzyk, Library Manager
Courtney Allen, Management Analyst
Christopher McGinley, Library Senior Administrator
Caryn Nall, Library Administrator

Others Present

None

Consent Agenda

1. March 17, 2026 Library Board Meeting Minutes

Motion to approve the minutes was made by Board Vice-Chair Pawlik. Board Member McElhany seconded. Motion passed 4-0.

Briefing

2. 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 of several recent staffing changes. Christopher McGinley has assumed the role of Downtown Library Senior Branch Administrator. Katherine Silva was selected to fill the Basha Branch Administrator position. Brittany Parkhouse transferred from Downtown Youth Supervisor to Basha Youth Supervisor, and Gregory Mason, an external candidate, was hired as the new Downtown Youth Supervisor.

Board Member Dykstra inquired about the reclassification of the Downtown Branch Administrator position. Rachelle explained that a request was submitted to Human Resources to reclassify the position in recognition of the additional responsibilities associated with managing the Downtown Branch, which is significantly larger than the other three branches and oversees a larger staff. Rachelle further noted that the Downtown Branch manages several system-wide and county initiatives. These include administration of the MAX interlibrary loan system for the Maricopa County Library District, coordination of the courier service that transports materials between branches, oversight of a dedicated courier position unique to the Downtown Branch, and management of on-site security services, including a full-time security officer. These additional responsibilities, many of which have been added within the past 12 to 18 months, have elevated the position to a higher level of management responsibility.

Board Chair Merritt asked Chris McGinley whether he plans to introduce any new or existing ideas from Basha to the Downtown Library. Chris responded that his current focus is on learning the downtown library's culture and ensuring that he is fully acclimated to his new role before implementing any changes or introducing programs from other branches. He added that he anticipates the new Youth Librarian will bring fresh ideas and programming opportunities once he has settled into his position.

Board Member Dykstra inquired about the aesthetic and furniture selection process for the Hamilton Library remodel. Rachelle explained that interior designers from Goodmans Interior Structures, a city-contracted vendor, assisted with selecting furnishings appropriate for the Hamilton Library's audience. Because Hamilton serves a high school population, the furniture needed to be both appealing to teens and durable enough to withstand heavy daily use.

Rachelle noted that the library has adopted a consistent branding theme that will be reflected across several library assets, including the bookmobile, library lockers, and the Hamilton Library. The design incorporates a gradient color palette with doodle-style graphic elements, featuring combinations of oranges, yellows, purples, and blues. These colors influenced the furniture and design selections at Hamilton, including the prominent use of yellow furnishings and the acrylic feature near the Storytime Room. Rachelle added that the library also consulted with two additional library furniture vendors before making its final selections. Goodmans' recommendations were ultimately chosen due to their expertise, competitive pricing, and status as an approved city vendor. While acknowledging that the furnishings represent a significant investment, Rachelle emphasized that comfort, durability, and functionality were key

considerations. The commercial-grade furniture was selected to provide a safe, comfortable environment for patrons while withstanding the demands of a high-use high school setting.

Board Member McElhany inquired whether statistics are available regarding checkouts from the Discovery Library Bookmobile. Rachelle explained that while the Discovery Library maintains a relatively small collection, circulation is not its primary purpose. Rather, the Discovery Library serves as an outreach and advocacy tool, helping promote library services and connect with underserved communities. She noted that patrons do check out materials during visits. Rachelle stated that she would provide the Board with Discovery Library circulation statistics.

The Board asked whether materials checked out from the Discovery Library must be returned there or can be returned to any library branch. Rachelle responded that patrons may return materials to any library location. However, unlike the general collection, Discovery Library materials do not float between branches. Items returned to another branch are routed back to the Discovery Library, where they remain until staff refresh the collection and rotate materials as needed.

The Board also inquired about the size of the Discovery Library collection. Rachelle responded that the collection initially consisted of approximately 2,500 items. Not all materials are displayed on the shelves at one time, as a portion of the collection is kept in storage. This allows staff to replenish materials as needed, particularly at stops with high circulation, such as those serving large numbers of children. Rachelle noted that the collection includes materials for a variety of audiences and interests, including large print books, Spanish-language materials, and seasonal titles. The Discovery Library also offers a small seed library and Culture Passes.

The Board also inquired about the number of library cards being issued through the Discovery Library. Rachelle stated that she would provide those statistics to the Board.

Board Chair Merritt inquired about the Discovery Library's summer schedule and upcoming events. Rachelle explained that the Discovery Library regularly visits the Tumbleweed Recreation Center and Park; however, activity typically slows during the summer months because fewer community events are held due to the extreme heat.

Rachelle noted that Discovery Library stops are advertised on the library's website and are categorized as either open or closed stops. Open stops are public locations, such as Tumbleweed Recreation Center and Park, where any community member may visit and use the Discovery Library's services. Closed stops are scheduled for specific organizations or groups, such as the Boys & Girls Club, and are available only to participants of those programs during the designated visit.

Board Chair Merritt inquired whether another library locker is planned. Rachelle responded that the existing locker was funded by the Friends of the Library. At this time, the library does not have the appropriation authority to accept additional funding from the Friends for another locker. She noted that approval has been received for future appropriation authority, which would allow the library to accept additional funding going forward. However, at present, no new library locker is planned.

Chris McGinley informed the Board that all staff are currently completing autism training to enhance their knowledge and better support all community members who visit the library. He noted that Recreation staff are already certified, allowing library staff to participate alongside them during their recertification training.

Board Member Dykstra inquired whether the library has an art hanging program. Rachelle responded that in general, most public art displayed across the library system is coordinated through the Vision Gallery partnership. Through this partnership, artwork is selected and curated for display in library spaces. She noted that this is the primary source of public art in the libraries, with some exceptions. At the Basha Library, certain artwork was staff-initiated and created internally for display. Additionally, the Sunset Library has collaborated with Corona High School to feature student artwork, including a student gallery and a series of exhibits accompanied by a family gallery night.

Board Member Dykstra inquired what kind of relationship does the Library Board have with the Friends of the Library (FOL). Is there any interaction, are there any joint meetings, or any options for interaction. Rachelle responded that we have a staff liaison whose primary function is working with the volunteers and with the FOL. The FOL is a completely separate 501c3 charitable organization, so they accept all the book and art donations then either turn around and sell it in the bookstore here downstairs, or on online book sales. The volunteers work in a variety of capacities, from researching the value of the titles that are donated to packaging them up after they've been sold, stocking and cleaning up the book sale downstairs. We also have a relationship with them with the operation of the cafe downstairs. The cafe space and all of the cafe equipment that is in that space belongs to the library. The games that are in that game cafe were donated through Alexis making contact with some game vendors and publishers, and the FOL donated funds to get the game collection started. They also purchase the food inventory for sale in the café.

Board Member Dykstra inquired whether the library submits specific funding requests to the Friends of the Library. Rachelle responded that the library does make formal annual funding requests and also have the ability to submit off-cycle requests as needed.

Members Comments / Announcements

None.

Unscheduled Public Appearances

None

Calendar

3. The next regular meeting will be held on Tuesday, September 15, 2026, at 6:30 p.m. in the Sunset Library Monsoon Room, 4930 W Ray Road Chandler, AZ 85226
4. The next Friends of the Library Board meeting will be held on Tuesday, September 8, 2026, at 1:00 p.m., at the Basha Library 5990 S Val Vista Drive Chandler, AZ 85249

Adjourn

Motion to adjourn made by Board Member McElhany, Board Member Sidhu seconded. Motion passed. The meeting was adjourned at 6:30p.m.

Courtney Allen, Board Liaison

Alexis Merritt, Board Chair