

DRAFT



MINUTES

**LIBRARY ADVISORY BOARD
GLENDALE PUBLIC LIBRARY
MAIN LIBRARY- BOARD MEETING ROOM
5959 W. BROWN ST.
GLENDALE, ARIZONA 85302
OCTOBER 14, 2020
6:00P.M.**

1. CALL TO ORDER

2. ROLL CALL

Present: Gary Johnson, Chair
Calvin Carbello, Teen
Diane Kocur, Vice Chair
Eva Ndavu, Board Member
Timothy Ndavu, Board Member
Haydee Kukowski, Board Member

Absent: Karen Aborne, Board Member

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

a. APPROVAL OF SEPTEMBER 9, 2020 MINUTES

Board Member T. Ndavu moved, Vice Chair Kocur made the second, to approve the September 9, 2020, Library Advisory Board meeting minutes as submitted. Motion carried 6-0.

Motioned by Board Member Timothy Ndavu, seconded by Vice Chair Diane Kocur

AYE: Chair Gary Johnson
Teen Calvin Carbello
Vice Chair Diane Kocur
Board Member Eva Ndavu
Board Member Timothy Ndavu
Board Member Haydee Kukowski

Passed

5. NEW BUSINESS

a. 2021 NATIONAL LIBRARY WEEK PROCLAMATION PREPARATION

Chief Librarian Beck shared with the Board a draft of the 2021 National Library Week Proclamation.

Board Members discussed the need to have more time to review and make suggestions for the 2021 National Library Week Proclamation. The Chair and Board members then decided to table the Proclamation discussion until the next meeting.

Board Member T. Ndavu moved, Board Member E. Ndavu made the second, to table the 2021 National Library Week Proclamation discussion until next month's meeting. Motion carried 6-0.

Motioned by Board Member Timothy Ndavu, seconded by Board Member Eva Ndavu

AYE: Chair Gary Johnson
Teen Calvin Carbello
Vice Chair Diane Kocur
Board Member Eva Ndavu
Board Member Timothy Ndavu
Board Member Haydee Kukowski

Passed

b. CHAIR AND VICE-CHAIR RECOMMENDATIONS

Chief Librarian Beck informed the Board that the Library Advisory Board is one of three Boards that can elect their Vice-Chair. As for their Chair, only a recommendation is permitted due to the Council making the final decision and appointment.

Chair Gary R. Johnson recommended himself to continue as Chair.

Board Member T. Ndavu and Vice-Chair Kocur stated that they would like to continue supporting Chair Gary R. Johnson in his role and would encourage him to accept the Chairmanship of the Library Advisory Board.

A Board consensus was met to recommend Chair Gary R. Johnson to be the Chair for the upcoming term.

Board Member T. Ndavu nominated himself as Vice Chair.

Vice Chair Kocur moved, Board Member E. Ndavu made the second, to approve that Board Member T. Ndavu serve as the next Vice Chair for the upcoming term. Motion carried 6-0.

Motioned by Vice Chair Diane Kocur, seconded by Board Member Eva Ndavu

AYE: Chair Gary Johnson
Teen Calvin Carbello

Vice Chair Diane Kocur
Board Member Eva Ndavu
Board Member Timothy Ndavu
Board Member Haydee Kukowski

Passed

c. LIBRARY SERVICE UPDATES IN RESPONSE TO COVID-19

Chief Librarian Beck updated the Board of the following:

- Library systems continues to offer lobby services to patrons.
- Started offering PC services October 1st at all branches.
- Library-system has seen over 200 computer users within the first week and a half.
- Since opening the lobby services on May 11th, the library has seen over 60,000 people in person and have checked over 200,000 items.
- The electronic circulation is up 15%-20%.
- Culture Grams is a new online resource where people can learn about new cultures.
- Kanopy service was recently added, providing foreign and independent documentaries.
- 1,500 patrons have registered for electronic cards (e-cards), since COVID-19 began.

Board Member T. Ndavu asked if there was a quarantine process for the materials that are being used and returned.

Chief Librarian Beck informed Board Members that there is a quarantine process that requires all items to be quarantined for three days which was recommended by the CDC and ALA guidelines. Then those items are shelved by staff who practice all the precautions that have been placed per CDC, City and ALA guidelines to ensure their safety.

Board Member T. Ndavu also asked if the library has received many inquiries regarding people's materials not being checked-in during the quarantined process.

Chief Librarian Beck informed the Board that there are multiple ways in which patrons can drop off their items and that the library has also implemented an auto renewal process to help with the transition.

6. CHIEF LIBRARIAN UPDATE

a. Chief Librarian Beck updated the Board of the following:

- 48 hotspots are being prepared to be available in November.
- The City's Annual Veterans Day celebration will be held at 8 a.m. on Wednesday November 11, 2020 at the Main Library.
- The Library has hired a system-wide Volunteer Coordinator. She is currently reaching out to existing volunteers and working on policies and procedures for when the volunteers are given the okay to return.

7. BOARD MEMBER COMMENTS AND SUGGESTIONS

Board Member T. Ndavu asked if the Volunteer Coordinator will be working with The Friends of the Library. Chief Librarian Beck informed the Board that the Volunteer Coordinator will be working with The Friends of the Library as part of their outreach events.

Vice Chair Kocur asked if there was an update regarding the Heroes Brick that was purchased by The Library Advisory Board. Chief Librarian Beck informed Vice Chair Kocur that due to The

Friends of the Library not meeting regularly since COVID and that the engraver needs a certain minimum number of brick orders to create them, that we are waiting for the Friends to reconvene.

Board Member T. Ndavu asked Chief Librarian Beck if there are any plans to incorporate programs with the library and some of the major sports that will be coming to Glendale that the City will be hosting.

Chief Librarian Beck informed the Board that he will address that at the next meeting.

8. NEXT MEETING

The next regular meeting of the Library Advisory Board will be held on November 18, 2020 at 6:00 p.m., in the Board Meeting Room of the Main Library, located at 5959 W. Brown St., Glendale, Arizona, 85302.

9. ADJOURNMENT

Motioned by Vice Chair Diane Kocur, seconded by Board Member Eva Ndavu

AYE: Chair Gary Johnson
Teen Calvin Carbello
Vice Chair Diane Kocur
Board Member Eva Ndavu
Board Member Timothy Ndavu
Board Member Haydee Kukowski

Passed

The Library Advisory Board meeting minutes of _____, 2020 were submitted and approved this ___ day of _____, 2020.

Kayla Martinez
Recording Secretary