

DRAFT



MINUTES

**LIBRARY ADVISORY BOARD
GLENDALE PUBLIC LIBRARY
5959 W. BROWN ST.
GLENDALE, ARIZONA 85302**

**DECEMBER 9, 2020
6:00P.M.**

1. CALL TO ORDER

2. ROLL CALL

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

Also Present: Michael Beck, Chief Librarian
Dawn Ferro, Library Administrator
Cassandra Jarles, Library Volunteer Coordinator

3. CITIZEN COMMENTS

If citizens wish to speak on a matter concerning the Library Advisory Board that is not on the printed agenda, please complete a Citizen Comments Card and provide it to the designated staff person prior to the beginning of the meeting. Once your name is called by the Chairperson, please proceed to the podium and state your name and address for the record. Please limit your comments to a period of three minutes or less.

4. APPROVAL OF THE MINUTES

a. APPROVAL OF NOVEMBER 18, 2020 MINUTES

Board Member T. Ndavu moved, Board Member E. Ndavu made the second to approve the November 18, 2020 Library Advisory Board meeting minutes as submitted. Motion carried 7-0

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
Teen Lauren Snair
Board Member Haydee Kukowski

Passed

5. **NEW BUSINESS**

a. **LIBRARY VOLUNTEER PROGRAM**

Chief Librarian Beck introduced Ms. Cassandra Jarles, the new Library Volunteer Coordinator.

Ms. Jarles provided the Board with a Library Volunteer Program Overview and shared the following information:

- The Volunteer Coordinator's role is to recruit, train, and coordinate volunteers and the projects and programs they are involved in throughout the library system.
- Moving forward with a system-wide program.
- Met with other coordinators from other municipalities for insight.
- Surveyed volunteers on appreciation methods.
- Currently updating the current volunteer database.
- Currently Evaluating and organizing records and files.
- Looking at various methods of volunteer recruitment.
- Standardized interview questions have been created.
- A Covid-19 safety procedure has been created.
- Volunteer applications have been updated.
- Standardized position descriptions were created.
- Appreciation events will be held throughout the year.

b. **UNIQUE LIBRARY SERVICES**

Chief Librarian Beck updated the Board of the following:

- The Interlibrary Loan Service allows patrons to submit a request for a book or article not found within our library system. This service enables us to look beyond our library system and search within a worldwide catalog. Items are then shipped to our Library and checked out for three weeks.
- Teacher boxes are available both to teachers and homeschoolers which allows requests of up to 35 books and materials on any specific topic.
- The Culture Pass Program is available once again with 3 participating agencies that are now open during the pandemic to allow patrons visitation.
- The Book Clubs To-Go Program is available with multiple book title copies, discussion questions, and author information to conduct individual book club programs by patrons with their family and friends.
- The Seed Library is provided by our Water Conservation Group and is a program that allows patrons to check out seeds to plant and grow them at home. There is nothing to return.

c. **LIBRARY SERVICE UPDATES IN RESPONSE TO COVID-19**

Chief Librarian Beck updated the Board of the following:

- Since starting the Lobby Services, we have seen roughly 83,000 people onsite.
- The Library system checked out almost 300,000 physical items during this time.
- Lobby Services are averaging 3,300 people a week system wide.

6. **CHIEF LIBRARIAN UPDATE**

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

- Over 400 people attended the virtual Jane Austin event, some participated internationally.
- A virtual Libcon event will be held on Saturday, January 16th, from 11a.m.-4:30 p.m.
- Library is looking at vendors and ways to offer magazine and newspaper collections digitally.

7. **BOARD MEMBER COMMENTS AND SUGGESTIONS**

Vice Chair Kocur suggested that the Board recognize those who wrote the previous LSTA Grants.

Chief Librarian Beck informed Vice Chair Kocur that he can add the item to the next agenda for further discussion.

Board Member T. Ndavu commended Chief Librarian Beck and the rest of the library staff on the fantastic job that is being done during the pandemic.

8. **NEXT MEETING**

The next regular meeting of the Library Advisory Board will be held on January 13, 2021 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**

Board Member T. Ndavu moved, Board Member Snair made the second, to adjourn the meeting at 6:45p.m. Motion carried 7 – 0.

Motioned by Board Member Timothy Ndavu, seconded by Teen Lauren Snair

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

Passed

The Library Advisory Board meeting minutes of _____, 2019 were submitted and approved this ____ day of _____, 2019.

Michael Beck
Recording Secretary