

DRAFT



MINUTES

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

**FEBRUARY 10, 2021
6:00P.M.**

1. CALL TO ORDER

Chair Gary R. Johnson called the meeting to order at 6:00 p.m.

2. ROLL CALL

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

Absent: Haydee Kukowski, Board Member

Also Present: Michael Beck, Chief Librarian
Dawn Wasley, Library Administrator
Kayla Martinez, Library Administrative Support Specialist

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

a. APPROVAL OF JANUARY 13, 2021 MINUTES

ACTION: Library Advisory Board Minutes of January 13, 2021.

Vice Chair T. Ndavu made the motion, Board Member Kocur made the second to approve the January 13, 2021 Library Advisory Board meeting minutes as amended with the following changes:

- **Page 2, section 5a states, “Board Member Kocur made the motion, Board Member Snair second to approve...” and should be changed to “Board Member Kocur**

- made the motion, Board Member Snair made the second to approve...”
- Page 3, section 6a states, “Diverse Voices grant that highlight diverse cultures...” and should be changed to “Diverse Voices grant that highlights diverse cultures...”
 - Page 3, section 7 states, “Board Member Kukowski asked if Chief Librarian Beck could speak about other civic-minded events such as the recent Franks Talks event that was recently held.” and should be changed to “Board Member Kukowski asked if Chief Librarian Beck could speak about other civic-minded events such as the recent Frank Talks event that was recently held.”
 - Page 2, section 5b states, “The Master Plan was performed in 2008 and conducted the feasibility of library services near the 303 corridor.” And should be changed to “The Master Plan was conducted in 2008 and explored the feasibility of library services near the 303 corridor.”

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

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

Passed

5. NEW BUSINESS

a. LIBRARY MOBILE HOT-SPOT LENDING PROGRAM

Chief Librarian Beck introduced Ms. Natalie Menges, Librarian at Velma Teague Library and was one of the grant writers for the Mobile Hot-Spot grant.

Ms. Menges provided the Board with an overview of the new Library Hot-Spot Lending Program shared the following information:

- The Glendale Public Library was awarded two LSTA Wi-Fi Hotspot grants.
- There are 48 hotspots; 24 at the Main Library and 24 at the Velma Teague Library.
- The hotspot will work anywhere that there is Sprint cellular service.
- Each mobile hotspot device can connect to 15 devices.
- To check out a hotspot, you must be at least 18 years old and a Glendale Public Library cardholder.
- You will be required to fill out a checkout agreement.
- A device is checked-out for no more than 3 weeks and cannot be renewed.
- Limited to one device per household.
- The device must be returned in person.
- Upon returning the device, you will be asked to fill out a survey to provide the library feedback.
- The device will not roam and must be used in the USA wherever Sprint cellular service is available.
- The devices will not be checked out by teachers because the grant aims to target those in the community who need home internet access.

b. LIBRARY ADVISORY BOARD APPRECIATION LETTER TO STAFF

After further discussion, Board Members finalized the signing and the dissemination process of the appreciation letters. Board Members agreed that those who attended the meeting in person would sign the letters after the meeting, and those who joined the meeting online would be sent via email a scanned copy of the letters to sign, scan and return.

Board Member Kocur asked if it was possible if the news regarding the grants could go into the Library newsletter so that the public can be informed. Chief Librarian Beck told the Board that he can work with those who handle the newsletter to ensure the news is out to the public.

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

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

Passed

c. LIBRARY SERVICE UPDATES IN RESPONSE TO COVID-19

Chief Librarian Beck informed the Board of the following:

- The Library is still in phase 2; with limited library lobby and drive-thru services.
- Has seen 110,000 people in person since May 2020.
- Nearing 400,000 in-person physical circulation of materials since May 2020.
- Almost 3,500 people were seen just in the last week.
- Over 4,300 people have used Express PC services since October 1st.
- Maricopa County Department of Public Health will offer drive-through Covid-19 testing at the Main and Heroes Library parking lots for the next few weekends.

6. CHIEF LIBRARIAN UPDATE

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

- The operating budget has been submitted.
- The State Library is starting to offer virtual staff training.
- Board Member Carbello was not reappointed.
- For Black History Month, we have displays and programs at all branches.
- February 23rd, there will be a Frank Talk precisely for Black History Month by the name of "Outrage" which was a documentary film.
- Other future Frank Talks will be discussing topics such as "Free Speech, Understanding Gender and Race Equality in the Election, Internet Safety," and much more.

Vice Chair T. Ndavu asked if there are any plans for printing and computer usage since we are approaching tax season. Chief Librarian Beck told the Board that he will be happy to follow up on tax preparation at the following meeting.

7. BOARD MEMBER COMMENTS AND SUGGESTIONS

Vice Chair T. Ndavu commended Ms. Menges for her grant writing and successful garnering of the grants.

8. NEXT MEETING

The next regular meeting of the Library Advisory Board will be held on March 10, 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

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

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

Passed

The Library Advisory Board meeting minutes of _____, 2021 were submitted and approved this ____ day of _____, 2021.

Kayla Martinez
Recording Secretary