

DRAFT



MINUTES

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

**MARCH 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
Haydee Kukowski, Board Member
Diane Kocur, Board Member
Eva Ndavu, Board Member
Lauren Snair, Teen

Also Present: Michael Beck, Chief Librarian
Dawn Ferro, Library Administrator
Kayla Martinez, Library Administrative Support Specialist
Kathy Curley, Collection Development Administrative Librarian

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

a. APPROVAL OF FEBRUARY 10, 2021 MINUTES

ACTION: Library Advisory Board Minutes of February 10, 2021.

Board Member Snair made the motion, Board Member Kocur seconded the motion, to approve the February 10, 2021 Library Advisory Board meeting minutes as written. Motion passed 6-0.

Motioned by Teen Lauren Snair, seconded by Board Member Diane Kocur

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

Passed

5. NEW BUSINESS

a. COLLECTION DEVELOPMENT PROCESSES & RESOURCES

Chief Librarian Beck introduced Collection Development Administrative Librarian Kathy Curley.

Ms. Curley provided the Board with a Collection Development overview and shared the following information:

- There are three funds used for Collection Development: book, electronic resources, and periodicals budgets.
- The Library was awarded a \$4,000 LSTA Grant for the “Diverse Voices” project.
- “Vox Books” were added to the Youth Collection. The Vox Books are children's books that have an audio speaker attached for a read-along. An example was passed around amongst attendees.
- Memorial donations can be made to honor a loved one.
- When looking into purchasing a title, positive reviews and print runs are taken into consideration.
- Over 500,000 new publishing titles are available to choose from monthly.
- When new titles are purchased, staff will go through a weeding process to get rid of older books that may be damaged or outdated.
- Weeding is also done for the media collection for those DVDs that may be scratched or damaged.
- Every 5 years, an RFP open bid is sent out to electronic resource vendors to compare costs and availability of titles to meet the Library's needs and the community it serves.
- Due to Covid, there had to be some adjustments made in the way materials were purchased. Fewer periodicals and traveling materials were bought while newer, the best Sellers and e-books were purchased.

Chair Johnson asked if there is a local authors collection. Ms. Curley informed the Board that, Yes, we do, and there is a Local Authors Collection Form that needs to be filled out and submitted.

Board Member Kocur asked if there is a budget for bilingual materials. Ms. Curley informed the Board that bilingual materials are a percentage of the overall budget.

Board Member Kocur asked if there is a way patron can make collection requests. Ms. Curley informed the Board that material request forms can be filled out by patrons, either in person or online, and are checked monthly by staff.

b. 2020 LIBRARY ACCOMPLISHMENTS

Chief Librarian Beck provided the Board an overview of the following 2020 Library accomplishments:

- Electronic resources and facility custodial Requests for Proposal were completed.
- Library has a \$6 million dollar budget and has submitted for a new FY2021-22 budget.
- Awarded five LSTA grants which totaled over \$60,000.
- Several million dollars were awarded to Glendale's Community Services department for public housing and community revitalization. The Library has been able to help by repurposing and contributing staff hours to those areas to meet the public demand.
- Main Library Popular collections have been relocated closer to the desks and lobby areas.
- Blackstone Security Services provides security at some libraries.
- Two long-serving employees retired.
- The Library worked with multiple city agencies to assist with the city's U.S. Census efforts.
- New Community Services Director Jean Moreno was hired.
- Replaced some public furniture in the youth areas.
- Velma Teague Library has a new upgraded security system.
- Throughout the pandemic, staff has still been able to participate in virtual professional development training opportunities.
- The Mobile Hotspot Program was implemented.
- Auto-renewals were implemented.
- Have had over 1,700 patrons sign up for an e-card.
- Over 750,000 patron views for our virtual programs.

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 its limited lobby library services.
- 122,000 people have visited in person since May.
- Online e-circulation has increased by over 30%.

Vice Chair T. Ndavu asked what protocol the Library is following. Chief Librarian Beck informed the Board that the Library follows CDC protocol and The City of Glendale's guidelines.

Board Member Kocur asked what Phase 3 would be. Chief Librarian Beck informed that Phase 3 would be considered fully open.

Board Member E. Ndavu asked if the numbers for the Covid-19 testing that was held on the Library sites were available. Chief Librarian Beck informed the Board that those numbers would be recorded by a third party and sent to the county.

6. CHIEF LIBRARIAN UPDATE

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

- National library week will be April 4th-10th.
- An additional 30 minutes of computer time was made available for all patrons, to adjust for tax season and those seeking employment.
- The Library will be participating in the Maricopa County Library District's Virtual Summer Reading Program again this year.

7. BOARD MEMBER COMMENTS AND SUGGESTIONS

Board Member Snair suggested implementing a pen pal program in the 'Make and Take' format, including someone's information to tie-in with the Sister Cities Program and speak to people in different countries.

8. NEXT MEETING

The next regular meeting of the Library Advisory Board will be held on April 14, 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

Vice Chair T. Ndavu made the motion, Board Member Snair seconded the motion, to adjourn the meeting at 6:55p.m.

Motioned by Vice Chair Timothy Ndavu, seconded by Teen Lauren Snair

AYE: Chair Gary Johnson
Vice Chair Timothy Ndavu
Board Member Haydee Kukowski
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