

DRAFT MINUTES

**Library Advisory Board
Glendale Public Library
Main Library– Board Meeting Room
5959 W. Brown St
Glendale, Arizona 85302
May 12, 2021
6:00 p.m.**

1. **Call to Order**

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

2. **Roll Call**

Present: Chair Gary R. Johnson, Vice Chair Timothy Ndavu, and Board Members: Diane Kocur, Lauren Snair, Eva Ndavu and Haydee Kukowski

Absent: None

Staff in Attendance: Michael Beck, Chief Librarian; Dawn Ferro, Library Administrator; Kayla Martinez, Admin Support Specialist

3. **Citizen Comments**

None.

4. **Approval of Minutes**

a. Action: Approval of the April 14, 2021 Minutes

Board Member Snair made the motion, Board Member Kocur made the second to approve the April 14, 2021 Library Advisory Board meeting minutes as written. Motion 7-0.

5. **New Business**

a. **FY2021-22 LIBRARY BUDGET OVERVIEW** (Informational Only)

Chief Librarian Beck presented Board Members with an overview of the tentative draft FY2021-22 Library Advisory Board budget.

- Chief Librarian Beck stated that he provides the Board with an annual budget overview typically during the Board's May meeting.
- \$117,000 budgeted for electronic hardware and maintenance upgrades (Ex: PC replacement)
- \$280,000 budgeted for professional contracts (Ex: custodial service, Wi-Fi)
- \$12,000 budgeted for public programming (Ex: public speakers, performers)
- \$440,000 budgeted for physical materials (Ex: DVD's, adult, youth and teen books, audio books)
- \$150,000 budgeted for electronic resources (Ex: databases, e-books, streaming services)
- Office supplies are centralized at the Main Library and the Administrative Support Specialist maintains the supply ordering for all the libraries.
- Grant Notifications – Library was awarded three out of the four grant proposals, totaling over \$66,000. Dawn Ferro was the primary Master Planning Grant writer, which was fully funded in the amount of \$47,000. Typically, LSTA grant awards average \$25,000. The library was awarded two smaller grants for \$4,000 each, one for library materials and another for expanding the library's mobile hot spot program.

b. LIBRARY SERVICE UPDATES IN RESPONSE TO COVID-19 (Informational Only)

Chief Librarian Beck provided the Board an overview of existing and the innovative approach to library services in response to the current COVID-19 crisis.

- April 19, 2021 – Libraries fully reopened. Mayor Jerry Weiers read a proclamation in celebration of the libraries fully reopening. Chief Librarian Beck thanked Board Member T. Ndavu for attending the event. The event was held at Velma Teague and will be airing on Channel 11.
- Over 12,000 people visited in first two weeks of being fully opened. Circulation increased 4%, door counts increased 8%, computer sessions increased 23 %, database usage increased 10%, Wi-Fi increased 60%, active library cards for kids/youth increased 5%, while the drive-up window at Foothills was down 19%, when comparing walk-through services and since fully reopening.
- Custodial services continue cleaning and library supplies hand sanitizer available to patrons.

6. Chief Librarian Update

Chief Librarian Beck updated the Board of the following:

- Grants - The library was awarded three out of the four submitted LSTA Grants applications with the Master Plan Grant award being \$47,000 and \$4,000 each for Wi-Fi Grant mobile hot spots and library materials.
- Recruitment - The library is working with Clerk's office to advertise for Library Advisory Board members and Parks and Recreation Commissioners as well
- Youth staff will be conducting in-person programming over the next few weeks.
- Summer Reading Program – Starts June 1st
- Employee recently retired and requested signatures from board members available.
- Heroes' Brick program – So far 25 bricks have raised approximately \$2,800. Twelve additional are in process. The Friends group hasn't met in-person or online yet due to COVID.
- Retreat scheduled August 28, 2021.

7. Board Member Comments and Suggestions

Board Member Kocur asked if the library will print out hours on the bookmark. Chief Librarian Beck stated that they have magnets that list the hours now and will give out to the members. Vice Chair T. Ndavu commends Chief Librarian Beck and staff for doing a fine job over the past year.

8. Next Meeting

The next meeting of the Library Advisory Board will be held on August 28, 2021, at 9:00 a.m. in the Library Board Room of the Main Library, located at 5959 W. Brown St., Glendale, Arizona, 85302.

9. Adjournment

Board Member Kocur made the motion, Board Member Snair made the second to adjourn the meeting at 6: p.m.

Respectfully submitted,
Kayla Martinez (recorded/notes)
Esther Peneff (minutes)