



MINUTES

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

**MAY 11, 2022
6:00 p.m.**

1. CALL TO ORDER

2. ROLL CALL

Present: Gary Johnson, Chair
Timothy Ndavu, Vice Chair-via Zoom
Eva Ndavu, Board Member
Diane Kocur, Board Member
Haydee KuKowski, Board Member
Bernice Harris, Board Member-via Zoom
Lauren Snair, Teen

Also Present: Michael Beck , Chief Librarian
Dawn Ferro, Library Administrator
Esther Peneff, Administrative Support Specialist

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

- a. Library Advisory Board Minutes of March 9, 2022.

Board Member Haydee Kukowski made the motion, Board Member Lauren Snair made the second to approve the March 9, 2022, Library Advisory Board meeting minutes as amended with the following changes:

(Per Board Member Kocur):

Section 5.b-2) Diversity, Equality, and Inclusion CAP grant-\$4,000 grant to supplement that collection.

(Per Board Member Eva Ndavu):

Section 5b-4) ~~Digitization~~ Digitalization Grant-The city turns 100 years old on December 26, 2022.

Section 6- If you haven't received the email from the City Clerk, please notify us. ~~and we~~

~~will take care of.~~

Board Member Kukowski asked if we need to show that the April 13th meeting was vacated. Chief Librarian stated at the time of the March meetings, the statement was accurate.

Motion approved 6-0.

5. NEW BUSINESS

- a. Typically, at the May meeting, Chief Librarian Beck provides the Board with a library budget overview. The library is one of five divisions that make up the Community Services Department. The other divisions are Community Revitalization, Housing, Community Action Program and Community Engagement. Chief Librarian Beck presented the library's annual performance measures and statistics. The library is on track, and has seen an overall workload increase, since fully reopening from COVID, especially those for electronic services.

Chief Librarian Beck updated the Board of the following:

- Volunteers – The library volunteer services were impacted due to COVID, but we since we reopened in April 2021, the library has seen increases in both the numbers of volunteers and time volunteered. Our volunteer coordinator, Cassandra Jarles, has attended many events: including high schools and colleges, promoting volunteering for the Glendale library. There are 75 new volunteers, which is a big accomplishment. The Summer Reading Program starts June 1st and volunteers will be needed for that as well.
- Chief Librarian Beck stated that the library is working with city manager's office regarding the Master Planning process and process improvement planning to see if there are any positive adjustments that need to be made for services or programs.
- Zero Based Budgeting – We received a \$40,000 supplemental request to have additional security guard service for the Velma Teague library for a second guard position. We want to make sure our patrons have a family-friendly environment.
- Phone app – We received a \$30,000 budget supplement from the IT Steering Committee for a designated library-specific phone app (through Polaris) because approximately 70-80 percent of the public are familiar and use apps on their phones.
- The library has a \$6,000,000 budget and were able to receive the budgeted items that were requested.

Chair Johnson asked if there were any questions.

Board Member Kocur asked if the Master Planning meetings are over. Chief Librarian Beck stated that he can follow up on the next meeting as an agenda item or Chief Librarian report.

Board Member Kukowski asked what happens if the Polaris app crashes. Chief Librarian stated that Polaris will build it, host, and manage the app.

Board Member Kocur had questions of changing times or extension of hours. Chief Librarian Beck stated he will go over that when he discusses the Community Assessment report.

FY2022-23 LIBRARY BUDGET OVERVIEW

b. FY2022-23 LIBRARY ADVISORY BOARD MEETING SCHEDULE

Chief Librarian Beck presented a draft FY2022-23 meeting schedule to the Board. The August 10th date is the only date the Master Planning consultants are available. Typically, the Board meets in the morning for the retreat, and it is up to the Library Advisory board if they would like to meet for a second date.

Chair Johnson asked the board if they would like to incorporate the goals into the evening on August 10th or have a separate meeting. Board Member Kocur said the retreat is usually a two-hour meeting, and it might be a long meeting. Chief Librarian Beck stated that the board doesn't have new members, and he would not have to go over any of the orientation or processes of the Library Board. Chair Johnson asked if we could do the performance goals at the September meeting and keep our meetings at the normal scheduled time. Board Member Kocur would rather not have two meetings in August but have some goals in mind for September. Chair Johnson stated that if we can set aside a few minutes after meeting with the consultants and to have some performance goal ideas for September. Chief Librarian Beck stated that after the consultant's presentation the board members might have something new to address as a performance goal. Chief Librarian Beck asked to confirm if the board's wishes were to keep the 10th for the consultants and keep the performance goals for September. Chair Johnson stated that was correct. Board member Kukowski stated that on August 10th she has a work commitment but can join via Zoom.

Vice Chair, Timothy Ndavu, made the motion, Board Member Lauren Snair made the second to approve the FY2022-2023 Library Advisory Board Meeting schedule.

Motion approved 6-0.

7. CHIEF LIBRARIAN UPDATE

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

- Community Assessment Surveys – Our goal was to receive 384 surveys. It was very successful, and we received over 1,000 community assessment surveys from the residents.
- Free Comic Book Day – It was held at Velma Teague library and had over 1,300 attendees and almost 1,000 residents received free comic books. We partner with local businesses in downtown Glendale to make this event successful.
- Employee Retirement – Janet Havrilla, Foothill Library Assistant Lead retired today after 22 years of service to the Glendale library. A letter thanking her for her service will go out to the board members for signature. She was very instrumental with the annual book sales. She will be missed. She also plans to volunteer at the library and has submitted her application already. Chief Librarian Beck stated that shows the type of dedication that Janet Havrilla has.

Board Member Kocur asked about the CSI event. Chief Librarian Beck stated that we had over 130 kids within two hours and was very successful. That number was double the amount from the last event held at Heroes Regional Park library. At the Foothills' event they had the canine unit and a SWAT vehicle. Kids were able to speak with police officers, check out books and materials associated with the event. We would like to have this as an annual event and rotate between the libraries. The next one will be at Main and then at the Velma Teague library.

Chair Johnson asked if there were any more questions. No other questions.

8. BOARD MEMBER COMMENTS AND SUGGESTIONS

Chair Johnson asked if there were any more questions. No other questions.

9. NEXT MEETING

The next regular meeting of the Library Advisory Board will be held on August 10, 2022 at 6:00 p.m., in the Large Meeting Room of the Main Library, located at 5959 W. Brown St., Glendale, Arizona, 85302.

10. ADJOURNMENT

Board Member Eva Ndavu, made a motion, Board Member Lauren Snair made the second to adjourn the meeting at 6:45 p.m.

The Library Advisory Board meeting minutes of May 11, 2022, were submitted and approved this 10th day of August 2022.

Esther Peneff
Recording Secretary