



MINUTES

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

**NOVEMBER 9, 2022
6:00P.M.**

1. CALL TO ORDER

2. ROLL CALL

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

Also Present: Michael Beck, Chief Librarian
Dawn Ferro, Library Administrator
Daren Frank, Deputy Director, Field Operations
Esther Peneff, Administrative Support Specialist

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

- a.** Chair Johnson and Chief Librarian Beck commented that it was brought to their attention that there was a discrepancy with the previous board minutes. Chief Librarian Beck stated that the previous amended minutes of September 14, 2022, had errors and should be amended:

- Board Member Diane Kocur made the motion, Board Member Eva Ndavu made the second to approve the 2022-2023 Action Plan as amended.
- Adjournment: Board Member Lauren Snair made the motion, Board Member Diane Kocur made the second to adjourn the meeting at 7:00 p.m.

Board Member Diane Kocur made the motion, Board Member Lauren Snair made the second to approve the amended minutes of September 14, 2022, Library Advisory Board meeting minutes as amended.

Motion approved 6-0.

Approval of the October 12, 2022. Minutes as amended:

Action Plan Goals:

- 1) Advocate for continued expansion of community-based and family-centered programming.
- 2) Expand outreach to assisted senior and living centers, including book clubs and book boxes.
- 3) Develop libraries in city facilities, group homes and various locations.
- 4) Improve existing programs. Expand and perfect virtual technology digitalization, and implementation of mobile phone app.
- 5) Improve awareness of library programs.

Board Member Diane Kocur made the motion, Board Member Lauren Snair made the second to approve the October 12, 2022, Library Advisory Board meeting minutes as amended.

Motion approved 6-0.

5. NEW BUSINESS

a. RECENT LIBRARY BUILDING IMPROVEMENTS (INFORMATIONAL)

Chief Librarian Beck introduced Daren Frank, Deputy Director-Field Operations. Mr. Frank stated that they have 26 employees in his Facilities Management group (Facilities techs, contract administrators, HVAC people, etc.). His team handles the preventative daily and corrective maintenance of the facilities and works with contractors, as needed. Part of the funding includes exterior enhancement. Some of the projects included the following:

Main Library

- 1) Outdoor Path Lights repair, concrete base, and Change Lights to LED-(nearly complete).
- 2) Repaint all Black trellises on North and East sides (End of Nov/early December).
- 3) Remove and replace parking lot (IN process waiting on schedule). Part of that is to work with Library Administration on new ADA-accessible parking.
- 4) Repair roof leaks, seal windows and repair roof (Emergency leak repair on windows now, need to schedule for more permanent roof repairs).
- 5) Study/Design for a solution for the Main Library atria roof. Construction will follow.
- 6) Entrance parapet repair outside wall tiles (Diamond Ridge need to re-evaluate taking tiles off smoothing out wall).
- 7) Repair wall in parking lot – car drove through and damaged wall (waiting on quote).
- 8) HVAC - Replace Chiller and Towers including new climate controls.
- 9) New interior LED Light replacement.
- 10) Work with Library Administration to bundle Process Improvement Team recommendations.
- 11) 2024 Begin Programming/Design on Remodel/Refurbishment of Main Public Library.

Foothills Library

- 1) Replace Automatic Doors (in process, lead time about 8 weeks).
- 2) Paint outside trellises and doors (completed Oct 2022).
- 3) Repair Glass window on North Side (securing of window completed waiting on material for final repair).
- 4) Repair and crack seal the parking lot.
- 5) 2026 Begin Programming/Design on Remodel/Refurbishment of Foothills Library.

Velma Teague Library

- 1) Replace automatic Doors (in process – 8-week lead time).
- 2) 2028 Begin Programming/Design on Remodel/Refurbishment of Velma Teague Library.

Heroes Library

- 1) Community Room Study completed last year.

Mr. Frank stated that we will try to bundle like projects together.

Member Eva Ndavu asked if there are any plans to put in EV charging stations. Mr. Frank said not at this time, but he could work with Mike and asked where the best place would be. Member Eva Ndavu stated the back corner closest to the Sahuaro Ranch. Vice-Chair Timothy Ndavu commented that some people will steal the cables. Mr. Frank stated that they take the cables and then realize that there is no copper inside. There were new EV stations placed downtown but are manual charging stations with a key and lockbox. The digital charging stations that interface with cell phones cost approximately an additional \$20,000 per station. EV charging stations was a fantastic idea and something to considered.

Vice-Chair Timothy Ndavu asked about accessibility to the building during the improvements. Mr. Frank stated that the HVAC should be taken care of when it's not needed as much such as this time of year (fall). The atrium will require more reworking as to how people can access the library. Vice-Chair Timothy Ndavu stated the North Atrium which has independent access. Mr. Frank agreed. Chief Librarian Beck stated that there is an exterior emergency exit, in the youth area, that patrons could be able to use or bring back lobby service as we did with COVID procedures.

Mr. Frank stated that bringing in LED lighting will be a big upgrade. Chief Librarian Beck said that LED lighting will be energy efficient and have better visibility for the patrons. Vice-Chair Timothy Ndavu asked if the LED lighting portion will include exterior lights. Mr. Frank stated that the exterior lighting is being done now. Member Kukowski asked if the lighting project is an outcome of the Community Assessment survey. Chief Librarian Beck stated yes, it was one of the recommendations.

Vice-Chair Timothy Ndavu thanked Daren Frank for an excellent presentation.

Chief Librarian Beck said it was a pleasure to have Mr. Frank speak tonight and share all of the good facility improvements that will be happening.

7. CHIEF LIBRARIAN UPDATE

- a. Chief Librarian Beck updated the Board of the following:
 - Friday, November 11 (8:00 a.m.) – Veterans Day flag changing ceremony – Main Library
 - Saturday, December 3 (1:00-6:00 p.m.)–LIBCON held at Velma Teague Library. Approximately 1500 usually attend.
 - Monday, January 9, 2023 (6:30 p.m.)–Marshall Trimble part of the 100th celebration
 - Saturday, January 28–Songwriter's entertainment scheduled by Ivy Jarvis. Approximately 400-500 usually attend.
 - Letters of Appreciation for retiring Tami Miller (21 years of service) and Janet Loyd (20 years of service).
 - Book Sale – Main library is tentatively scheduled for February.
 - Library Advisory Board meetings rotation to the other branches will start.

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 comments or suggestions. There were none.

9. NEXT MEETING

Chair Gary Johnson stated the next meeting location will be at the Heroes Regional Park Library located at 6075 N. 83rd Avenue. Vice-Chair Timothy Ndavu asked if the meeting location can start at the Foothills Library due to his work obligations. Chief Librarian Beck stated that he will have to check with the Foothills Library on availability but did not think it will be a problem.

Chair Johnson stated the next Library Advisory Board will be held on December 14, 2022, at 6:00 p.m. at the Foothills Library, located at 19055 N. 57th Avenue, Glendale, Arizona, 85308.

10. ADJOURNMENT

Vice Chair Timothy Ndavu, made a motion, Board Member Diane Kocur made the second to adjourn the meeting at 6:38 p.m.

Motion approved 6-0.

The Library Advisory Board meeting minutes of November 9, 2022 were submitted and approved this 14 day of December 2022.

Esther Peneff
Recording Secretary