

DRAFT



MINUTES

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

**APRIL 10, 2024
6:00P.M.**

1. CALL TO ORDER

2. ROLL CALL

Present: Diane Kocur, Chair
Theresa Fowler, Vice Chair
Cody Bro, Board Member
Gary Johnson, Board Member
Meegan Tosh, Board Member
Thomas Varela, Board Member

Absent: April Greer, Board Member

Also Present: Dawn Ferro, Interim Chief Librarian
Natalie Menges, Administrative Librarian
Esther Peneff, Administrative Support Specialist

3. CITIZEN COMMENTS

None.

4. APPROVAL OF THE MINUTES

a. Library Advisory Board Minutes of March 13, 2024

Motioned by Board Member Cody Bro, seconded by Board Member Meegan Tosh to approve the March 13, 2024 Library Advisory Board minutes as written.

AYE: Chair Diane Kocur
Vice Chair Theresa Fowler

Board Member Cody Bro
Board Member Gary Johnson
Board Member Meegan Tosh
Board Member Thomas Varela
Other: Board Member April Greer (ABSENT)
Passed

5. NEW BUSINESS

a. Heroes StoryWalk Update (Informational Only)

Ms. Natalie Menges gave an update on the recent StoryWalk at the Lake kick-off, which included the following information:

- History of the StoryWalk concept. It is a deconstructed storybook posted along a trail and promotes both literacy and health.
- There is currently a StoryWalk at the Foothills Park, which was built in 2018 and was also funded by an LSTA grant. The StoryWalk begins at Foothills Park and ends at the Foothills Library.
- The grand opening at the Heroes Regional Park on April 2, 2024, had 255 attendees.
- The event also included games and activities provided by the Parks and Recreation REC on Wheels
- StoryWalk will be coming soon to the Main Library.

Chair Kocur asked if each book needed to be purchased. Ms. Menges indicated that that was correct, and because of copyright, the book must be deconstructed and not duplicated.

Chair Kocur thanks Ms. Menges.

b. Budget Update (Informational Only)

Ms. Ferro gave a PowerPoint presentation regarding the Community Services performance report.

- The operating budget for all departments is \$595,135,779 and Community Services is only \$42,660,049. The larger portion of the budget is for operations. Digital materials are increasing, but print comprises about 75%-80% of our circulation.
- There will be some library operation improvements recommended by the feedback from the community needs assessment. Staff is tracking over 200 improvement recommendations. Currently, 50% are in progress and the balance is under review/analysis.

Other accomplishments have been:

- Summer Reading Program-numbers have increased.
- 27th Annual AZ Songwriters Gathering-obtained a \$5,000 festival grant. There were a total of 663 attendees.
- Arizona State Library grant-patrons have access to virtual reality technology for gaming and exploration experiences.
- Analyze Current Programming-staff working on an internal audit to help formulate long-term goals.

Board Member Bro asked how many full-time versus part-time employees there are. Ms.

Ferro gave a list of a variety of positions and mentioned that there are part-time benefited staff. Board Member Bro asked what the utilization rate would be for digitalization versus print. Ms. Ferro stated that she could get the statistics.

Chair Kocur asked if the goal was to increase digital. Ms. Ferro stated that we are tracking and want to make sure we have the materials for our patrons.

c. Library Advisory Board Date and Time (Discussion and possible action).

Ms. Ferro stated that on December 13, 2023, the Library Advisory Board members voted to keep the meeting on the same date and time in the large meeting room on the first floor to accommodate the public for access. The library is now providing a security guard at the front entrance 30 minutes prior to the meeting and staff will escort the public upstairs. During one of the board and commission liaison training sessions, it was recommended that the meetings could be held during library hours rather than after hours. Ms. Ferro stated that it is not mandatory and a decision for the Library Advisory Board. Discussion about library hours and availability for each board member and no signage regarding the meeting outside. Chair Kocur stated that it can stay the way it is for now and to be discussed at the next meeting. Board member Bro asked if the library hours are the same at all branches. Ms. Ferro stated yes, to have uniform hours.

7. CHIEF LIBRARIAN UPDATE

- a.** The City Council meeting on March 26th approved the fines free initiative. Various press releases and marketing went out to announce the good news. The library has a tracking system in place to see who is coming back. Having the fines free initiative will bring patrons back.

April 7-13 – National Library week-Mayor Weiers presented the proclamation to Chair Kocur for the Library Advisory Board. Ms. Ferro thanked all who attended and stated they appreciated the support.

Glendale University-April 3 at the Foothills Library held a meeting regarding the 10-week program to learn about the City of Glendale's internal workings. This is for 18 years or older or a business owner.

Public Library Association Conference-Four library staff attended the PLA Conference in Columbus, Ohio from April 2-5th. It was a good opportunity to learn additional ways to improve the library experience to benefit our patrons.

Facilities Update:

Main Library-New flooring was installed in the youth services area.

Heroes Library-Leveled out uneven cement.

Foothills Library-Men's restroom countertop replacement and changing table to be relocated.

Girls' youth restroom addressing the plumbing issue.

8. BOARD MEMBER COMMENTS AND SUGGESTIONS

Board Member Fowler asked if there was going to be an expansion of the Heroes Regional Park library. She believes there was a newsletter that came out. Ms. Ferro stated that she was unaware of a newsletter about an expansion but will find out.

Chair Kocur asked if there is a cost for the City of Glendale University. Ms. Ferro stated that there isn't a cost, and it is offered two times per year and rotates with different staff

throughout the weeks.

Chair Kocur asked if they could get a copy of the organizational chart. Board Member Bro asked what the timelines for a librarian position and other changes are. Ms. Ferro stated she could add it to the next meeting under new business.

Discussion regarding stating name prior to commenting for recording minutes.

9. NEXT MEETING

The next regular meeting of the Library Advisory Board will be held on May 8, 2024, at 6:00 p.m. in the Board Room of the Main Library, located at 5959 W. Brown Street, Glendale, AZ 85302.

10. ADJOURNMENT

Motioned by Board Member Meegan Tosh, seconded by Vice Chair Theresa Fowler to adjourn the meeting.

AYE: Chair Diane Kocur
Vice Chair Theresa Fowler
Board Member Cody Bro
Board Member Gary Johnson
Board Member Meegan Tosh
Board Member Thomas Varela
Other: Board Member April Greer (ABSENT)
Passed

Chair Kocur adjourned the meeting at 7:01 p.m.

The Library Advisory Board meeting minutes of April 10, 2024 were submitted and approved this 8th day of May, 2024.

Esther Peneff
Recording Secretary