

CITY OF BUCKEYE
LIBRARY ADVISORY BOARD MEETING

October 27, 2014

Minutes-Unofficial

Buckeye Public Library
310 N. 6th Street
Buckeye, AZ 85326
6:30 p.m.

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request (623) 349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment. [TTD (623) 386-4421]

Members of the Board will either attend in person or by telephone conference call or video presentation. Items listed may be considered by the Board in any order.

1. Call to Order/ Pledge of Allegiance/Roll Call

Chairman Pringle called the meeting to order at 6:29 pm

Board members present: Chairman Pringle, Vice Chairman Silva, Board Member Hodgdon, Board Member Lynch, Board Member Maloley, Board Member Simmont, Alternate Board Member Davis and Alternate Board Member Kwasiborski

Staff Present: Community Service Director Cheryl Sedig, Library Supervisor Chris Larson and Administrative Assistant Janna Brunson

Member of the Public Present: Community Service Board Member Steve Rugh

Board members absent: Alternate Board Member Beeter (excused due to jury duty)

2. Board to consider approval of the minutes of the September 22, 2014 Regular Board Meeting

Board Member Simmont stated 4b needed to state "City of Buckeye" and not "State of Arizona". Motion was made by Board Member Maloley and seconded by Board Member Hodgdon to make the changes. Motion carried unanimously.

3. Comments from the Public - Members of the audience may comment on any item of interest

No comments from the public.

4. New Business:

4a – Library Policy Manual update

- Board Member Maloley suggested making the following updates:
 - Page 6 #3. Unattended child's age from 8 yrs. to 10 yrs. Library staff stated 8 yrs. old is manageable.
 - Page 7 #17 suggested updating the non-smoking policy to include no smoking within 100 ft. of building. Chairman Pringle stated policy could reference the smoke free Arizona policies.
 - Page 8 #3 requested staff to review and simplify.
 - Page 27 #4 first paragraph remove "encouraged and".
 - Page 27 #4 second paragraph, Board Member Maloley to research what the student to teacher ratio is with other schools before a decision is made.
- Board Member Lynch suggested making the following updates:
 - ***Recommended updates attached in a Word document using track changes, the following updates that were not agreed upon are as follows:**
 - Page 14 first paragraph remove completely.
 - Page 14 second paragraph remove "while professional"
 - Page 14 third paragraph define what "formats" means.

- Page 17 I. Collection Levels-Scope of Collections-Change “standing” to “priority”. Library Supervisor Chris Larson defined “standing” as popular authors. All agreed to leave section as is using the term “standing”
- Page 18 A first paragraph second line state “must provide their date of birth”
- Page 18 B. Categories of Eligibility-Remove 1. & staff to re-word #2.
- Page 19 4. A. & B. remove.
- Page 21 #4, staff to look at and update.
- Page 22 # 8 B. remove “plan for a minimum of \$10.00 per month” and replace with “monthly payment”.
- Board Member Silva and Board Member Kwasborski suggested making the following updates:
 - ***Recommended changes attached in a text document agreed upon by board.**
 - #1 change time frame for refunds to 3 months. Board agreed.
 - #2 eBook check out of 21 days, books to stay at 14 days, board agreed.
 - Implement a fee of \$5.00 for an inter library loan non-pick up. Add fee information to ILL slip and include in staff/customer interview, customer to sign slip. Fee can be added to document and implemented after fee schedule approved by council.
 - Amnesty day once a year covered by Food for Fines which will be held once a year in the summer.
- Board Member Hodgdon created a Meeting Room Policy.
 - ***Policy is attached in a Word document**
 - Further discussion tabled until staff reviews/updates document.
- Chairman Pringle suggested making the following updates to page 4 II. Library Advisory Board:
 - ***Recommended changes attached in a Word document.**
 - Chairman stated By-Laws need to be updated to match policies.
 - Page 8 IV. Electronic Resourced Policy will be discussed at the next meeting. ***Document attached in a Word document.**

5. Staff Report –

Library Supervisor Chris Larson reported on the following:

- With over 1395 hours of volunteer time, the Buckeye Valley Museum came to life this past weekend with over 150 in attendance at the Main Street Coalition Mixer/VIP Re-Grand Opening Event on Friday, September 26th and over 200 in attendance at the public Re-Grand Opening Event on Saturday, September 27th.
- On Saturday, October 18th, the Buckeye Public Library hosted a community workshop titled 'Lowe's @ your Library: Growing your own vegetables and herbs' in partnership with Lowe's Home Improvement Store located here in Buckeye. Forty-five community members took part in learning smart, low-cost., environmentally sound practices for planning, seed starting, and soil/water management for growing nutrient-dense herbs and vegetables in their backyards. All of the participants were provided takeaways of vegetable plants donated by Lowe's Home Improvement store.
- Staff promotions: Donner Robinson was promoted to Library Specialist and Kristie McCarthy, Krista Cornish and Cynthia Garcia have been promoted to Library Assist II.
- Library Technology Specialist (1) and Librarian (2) interviews were held last week and the selection process will be following shortly.
- Library Assistant I position closes on Wednesday, October 29th @ 6 pm. We will be filling 4 positions due to promotions of current staff.
- New Library is at 60% completion and is ahead of schedule.
- Friends of the Library made over \$1800.00 at Halloween carnival.
- Current library remodeling project waiting on quote from Demco.
- ***Remaining staff report attached to minutes.**

6. Board Comments – *Board may present a brief summary of board items. The board may not take legal action on information presented. Board may direct inquiries to staff.*
All comments were made during policy discussion; no further board comments were made.

7. Next Meeting Suggested Agenda Items
None

8. Adjournment
A motion was made to adjourn the meeting at 8:00 pm by Board Member Simmont and seconded by Board Member Maloley. Motion was passed unanimously.