

City of Mesa Library Advisory Board Meeting

Date: May 20, 2008
Time: 6:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Doug Gerlach
Chair

Diane Cantile
Cheryl Laflen
Michael Yates
Kay Henry

Staff Present

Kate Havris
Heather Wolf
Kathy Little
Kellie Gillespie
Dawn P. Kucerak

Members Absent

Oonagh McQuarrie
Dorothy Shupe
Liz Purtell
Dilworth Brinton, Jr.

Guests Present

Carleton and Diane Moore

AGENDA ITEM	DISCUSSION
Call to Order	Board Chair Doug Gerlach called the regular monthly meeting of the City of Mesa Library Advisory Board to order at 6:38 p.m. on May 20, 2008.
Approval of Minutes	<p>Board member Mike Yates moved and Board member Kay Henry seconded to amend the March 18, 2008 Library Advisory Board minutes as reflected in the re-written minutes. Motion passed unanimously.</p> <p>Board member Cheryl Laflen moved and board member Mike Yates seconded that the amended minutes of the March 18, 2008 regular meeting be approved as presented. Motion passed, all voting yes.</p> <p>Board member Diane Cantile moved and board member Kay Henry seconded that the minutes of the April 1, 2008 special meeting be approved as presented. Motion passed, all voting yes.</p> <p>No action taken on "Staff's FY 08-09 Target Reductions."</p>
Public Comments	<p>There were no public comments.</p> <p>Carleton and Diane Moore attended the meeting for personal interest as residents of Mesa.</p>
Director's Report	<p><u>Budget Update:</u> Library Director, Heather Wolf used the "Library Budget Kickoff" agenda as a guide for the Board to familiarize itself with and discuss the process the library took to arrive at its 5% reduction (\$504,866). The discussion also included handouts: a summary of the library's proposed FY 2008-09 budget, support schedules, vacant position listing, proposed Radio Frequency Identification (RFID) project at Red Mountain for FY 2008-09, and a summary of the proposed 5% reductions.</p>

AGENDA ITEM

DISCUSSION

Parameters for arriving at the library's 5% reduction included the hiring freeze that will continue through the end of this fiscal year, no impact to the Quality of Life monies for Red Mountain, and the budget lines for printing and graphics, fleet services, and materials and supplies-warehouse may not be reduced as these allocations affect all City departments.

After careful consideration, the library staff recommended the following for the 5% reduction:

- Reduce library materials budget - \$133,712
- Reduce subscriptions budget - \$28,000
- Eliminate 2.2 vacant FTE librarian positions - \$173,953
- Eliminate 1.8 vacant FTE positions in Periodicals, closing the Periodicals room and relocating this service to the first floor - \$87,332.
- Eliminate 1.0 vacant FTE management assistant I position - \$73,437

The new Council will be sworn in on June 2, 2008 and will adopt the FY 2008-09 tentative budget. The new Council will have the opportunity to ask questions and recommend changes to the FY 2008-09 budget as well as reviewing the bond package.

"More than 100 years of service" Celebration: "Food for Fines" held the week of April 14-20, 2008, collected more than 2,800 pounds of food waiving an estimated \$4,400 in fines and receiving a little over \$5,100 in paid fines. Upcoming events include "Video Game Design 101" on 5/27/08 sponsored by the Mesa Community College Alumni Association (MCCAA) and Gaming Program and on 6/13/08, "Creepy Crawly" Storytime sponsored by the MCCAA and Life Science Department.

The Read to Recycle Campaign: a Solid Waste project suggested by Vice-Mayor Claudia Walters to promote increased recycling by one-pound per family per month received approval by the City Council on Monday, 5/19/2008. The Library will partner with Solid Waste to promote increased recycling through displays and other promotional materials. The campaign will begin on July 1, 2008. The Library will receive \$25,000 from this project in FY 2009-2010. Solid Waste benefits through reduced tipping fees at the landfill and increased revenues from recyclable materials.

Board Chair Doug Gerlach inquired about the status of the RFID project. Dobson Ranch is done. At Main, four tagging machines, named Kate, Bob, Fred, and Taguar, are in use, with two sections of shelved books being tagged each week. There are approximately 300,000 items to tag at Main. The RFID project for Red Mountain is slated for FY 2008-2009. RFID will speed-up checkout with the greatest benefit being at check-in. As items are dropped through the return chutes they will automatically be checked in. A digital library assistant (hand-held computer) will also do shelf reading.

Board Chair Doug Gerlach inquired about the effects of the extreme heat on the outside audiovisual return at Dobson Ranch. The audiovisual return is insulated for climate control. Also, the purchase of audiovisual materials in cassette or VHS is being replaced more and more with CD or DVD. A recent library journal reported that only 7% of audiovisual collections are now comprised of cassettes. Board member Mike Yates inquired as to what happens to "old" cassettes and tapes. "Old" items are sold at the Used Book Sales desks and donated to rural libraries.

Board member Mike Yates inquired about the status of the Wi-Fi project. Wi-Fi is available at all library locations and working well with approximately 10 to 20 users per day system wide. Wi-Fi is also filtered. A disclaimer informs customers

AGENDA ITEM	DISCUSSION
	that Library staff is not able to provide technical assistance.
YAAC Report	No report available.
Nomination and Election of Board Officers	Board Chair Doug Gerlach recommended that at least a new Board Chair be elected at this evening's Board meeting. Board member Kay Henry motioned and board member Cheryl Laflen seconded that board member Mike Yates become the new Board Chair. Motion passed unanimously. Discussion and a decision to elect a Vice-Chair will wait until September 2008.
Discussion of letter to the Board from City Manager, Chris Brady	<p>Board Chair Doug Gerlach addressed the letter by City Manager, Chris Brady, acknowledging the letter to be apologetic. Library Director Heather Wolf provided the Board with a "draft" document from Acting Library Director Trisha Sorensen from 2005 and suggested this be used as a tool for the Board to identify its key responsibility areas for FY 2008-2009. The "draft" document would be reviewed over the summer months and in September 2008 adopt a revised document with key responsibility areas.</p> <p>Further discussion ensued about the budget process and the Board's ability to effectively contribute to that process. Board member Mike Yates commented that Mr. Brady wants to protect the budget process without sharing information and that is not appropriate. Mr. Yates also expressed that he identifies the budget as a function of the Board, which is not happening, and this affects all citizen advisory boards. Board member Kay Henry recommended that special meetings be scheduled as needed to address budgetary issues. Board member Cheryl Laflen commented on the timing of the budget reductions in light of the budget process. Board Chair Doug Gerlach recommended inviting City Manager, Chris Brady to the November 2008 to address the Board on this matter.</p>
Main Library Update	<p>Kathy Little, Branch Coordinator II, at the Main Library provided an update to the Board:</p> <ul style="list-style-type: none"> • The Periodicals department has moved to the first floor. The microfilm machines and newspapers on microfilm are now also on the first floor. • New signage has been purchased to more easily direct patrons throughout the library. • New seating has been purchased for the youth area. • Two stand-up catalogues are available for use for patrons in the stacks. • The book return chutes for RFID are being installed. • The check-out counter on the 1st floor on the east side will be removed to make room for the self-checkout machines on free-standing kiosks and to install security gates. • There are four part-time library page openings. Two positions will be filled. Recruitment for part-time library page, 25 hours per week, is scheduled from 5/19 through 5/30/2008. • Librarians are promoting the use of electronic resources to patrons. <p>Board member Mike Yates recommended providing seating, tables and chairs, adjacent to the reference collection along the window areas.</p>
Recognition of Outgoing Board Members	Library Director Heather Wolf thanked Board Chair Doug Gerlach and presented him with a "Certificate of Appreciation" for his participation on the Library Advisory Board. Mr. Gerlach's term will end on June 30, 2008.
Identify Items for	Decision and election of vice-chair.

AGENDA ITEM**DISCUSSION****Future Agendas**

Roles and responsibilities of Library Advisory Board.

Invitation to City Manager, Mr. Brady to attend November 18, 2008 Library Advisory Board meeting.

Announcements

None.

Adjournment

Board member Mike Yates moved and board member Cheryl Laflen seconded that the meeting be adjourned. The meeting was adjourned at 8:00 p.m.

The next meeting will be held on September 16, 2008 at 6:30 p.m. in the Main Library Boardroom, 64 E. 1st Street.

Heather Wolf, Library Director