

City of Mesa Library Advisory Board Meeting

Date: March 21, 2006
Time: 6:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Kay O'Connor
Chair

Jaime Herrera
Doug Gerlach
Michael Yates
Alyssa Ratledge
Sharon Corea

Staff Present

Kate Havris
Heather Wolf
Dawn P. Kucerak

Members Absent

Cheryl Laflen-Excused
Maria Mancinas-Unexcused
Liz Purtell-Excused

Guests Present

AGENDA ITEM	DISCUSSION
Call to Order	Kay O'Connor called the regular Monthly Meeting of the City of Mesa Library Advisory Board to order at 6:35 p.m. on March 21, 2006.
Approval of Minutes	Michael Yates moved & Doug Gerlach seconded that the minutes of the January 17, 2006 regular meeting be approved as presented. Motion passed, all voting yes.
Public Comments	There were no public comments.
Director's Report	<p>Ms. Wolf inquired as to how the Library Advisory Board would like to receive the Director's Report, either read in its entirety or a summary of the important points. The Board agreed that a summary of the most important points would suffice with an opportunity for the board to make comments and ask questions.</p> <p>Ms. Wolf presented the Director's Report. Ms. Wolf reported that the library continues to offer story times and computer training. The computer training will end at the conclusion of the current class schedule. Staff will then be available to provide assistance to other departments. "Open" computer training sessions are being discussed as an alternative to scheduled training classes.</p> <p>Ms. Wolf reported that the Library received approval to reduce the hours at the branches effective Monday, April 3, 2006. Both Dobson Ranch and Red Mountain libraries will be open 46 hours per week, Monday through Saturday. Ms. Corea complimented Ms. Wolf on her presentation to the City Council on reducing the hours of operation at the branches.</p> <p>Ms. O'Connor inquired about the Library Board's ability to receive e-mails regarding major changes in the library such as the reduction in hours. Ms. Wolf responded that in the future every effort would be made to inform the Library Board of major changes in the library. Ms. Wolf also reported that she would</p>

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contact Mr. Rob Price, Marketing/Community Coordinator for Community Services, as to the possibility of including the Library Board in the notification process of press releases.

Ms. Wolf reported that the Request for Proposal (RFP) for the materials budget would be completed by the end of March.

Ms. Wolf reported that the Volunteer Luncheon was held on March 18, 2006. Ms. Mancinas and Ms. O'Connor were in attendance. Ms. Ratledge and Ms. Mancinas both received their five-year awards.

Ms. Ratledge commented on how she likes the holds out in the public area. Ms. Ratledge had observed this practice in a library in Oregon. Ms. Wolf reported that having a "self-service" for patrons to pick up holds saves staff time and enables the patrons to use the self-checkouts for all their library needs.

Mr. Gerlach commented on having received a telephone call at home letting him know his reserve items were available for pick-up. In the past Mr. Gerlach had been notified by email. Mr. Gerlach presumed a staff member made the calls to patrons. Ms. Wolf responded that on his next visit to the circulation desk to request that the email feature for library notifications be reset on his account. Ms. Wolf also clarified that the telephone messages are "machine" generated and not placed by staff.

Mr. Herrera inquired as to how long computer training classes had been offered. Ms. Wolf reported that computer training had been offered for the past 7-8 years. Ms. Wolf also reported that for a period of time patrons were charged a fee to attend classes. Class attendance dropped when fees were in place. Patrons are no longer charged to attend classes although the classes offered have been scaled back.

YAAC Report

Ms. Ratledge reported that fellow YAACers enjoyed the Volunteer Luncheon held on Saturday, March 18, 2006. Ms. Ratledge reported that she had received her 5-year award and a book dedication. Ms. Ratledge also reported that many of the YAACers attended the Volunteer Luncheon for the very first time.

Ms. Ratledge reported that it is "Christmastime in Youth Services!" due to the Indian Gaming Money that has purchased multitudes of new books for both the juvenile and young adult collections. Ms. Ratledge reported that she has also helped to pull old and tattered books from the shelves to make room for the new materials.

Ms. Ratledge reported that the YAAC group is participating in the "Teens' Top Ten Books" project. This is a nationwide project for which five teen book groups across the country nominate their favorite "reads" that have been published in the current or previous year. In addition to Arizona, other nominating groups include school and public libraries from Colorado, Illinois, North Carolina, and Wisconsin. The book nominations are compiled and then voted on during Teen Read Week in October 2006. The ten winning books are announced in the following month.

Friends of the Library Report

No report available.

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Action Item: Ms. Wolf reported that during the Community Services Division presentation to Council on Thursday, March 9, 2006, the Library requested a reduction in hours at the branches due to diminished staffing levels since October 2005. Since that time, the library has lost 1 staff member per week. The library is now down 37.1 FTE's or the equivalent of 48 staff. The branches will be open 46 hours, 6 days per week beginning Monday, April 3, 2006. Currently, the closure of the branch libraries is on the alternative list of cuts. The City Council will meet all day on Wednesday, March 29, 2006 to determine the final cut list.

Mr. Gerlach inquired as to whether or not the Mesa Room would still provide service by appointment only in the event both tax initiatives pass. Ms. Wolf reported that the operating costs of the Mesa Room would be \$100,000+ in addition to the archivist position held by Ms. Anna Uremovich. When fully operational, the Mesa Room is staffed by 2.7 FTE's, which includes the archivist position. Currently, Ms. Uremovich and volunteers staff the Mesa Room. While similar numbers of patrons are being served, there is limited time to process incoming materials or solicit for donated materials. Mr. Gerlach also inquired as to the status of the Mesa Room should it have to close. Ms. Wolf reported that due to the preservation of the archived materials it would take some time to shut the Mesa Room down. There would also be the question of what the Library's obligations are to patrons who have donated materials.

Mr. Herrera inquired as to whether or not there had been any public response to the reduction in hours at the branches. Ms. Wolf reported that staff at the branches had received comments. Ms. Wolf reported she had received e-mail that the reduction in hours put the working population at a disadvantage. Ms. Wolf reported that the "new" hours at each library location were based on usage statistics. The busiest hours at the library are the daytime hours.

Mr. Yates requested that the May 16, 2006 Library Advisory Board (LAB) meeting be rescheduled since the election would be held that day. Mr. Yates entered a motion to move the LAB meeting to the following Tuesday, May 23, 2006. Ms. Corea seconded the motion. Motion passed, all voting yes.

Ms. Corea reported that the Mesa Leadership Training and Development program applications are being accepted through April 7, 2006. Ms. Corea offered application packets to the board.

Budget Update The budget continues to be expended at an acceptable rate for the current fiscal year, 2005-2006.

Announcements Ms. Wolf reported that Mr. Brady, City Manager, approved an internal recruitment for the position of Library Director. Three candidates interviewed for the position including Ms. Wolf. Ms. Wolf reported that she had been offered and accepted the Library Director position from Ms. Sorensen, Acting Community Services Director.

Ms. Wolf reported that Ms. Sorensen requested the Library Director recruitment to provide stability because the four highest level positions in the system were all acting assignments. Mr. Gerlach inquired as to when the other higher-level positions would be filled. Ms. Wolf reported that due to the hiring freeze and

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	upcoming election these positions would not be filled immediately.
Adjournment	Jaime Herrera moved & Michael Yates seconded that the meeting be adjourned. The meeting was adjourned at 7:17 p.m.
	The next meeting will be held on May 23, 2006, at 6:30 p.m. in the Main Library Boardroom, 64 E. 1 st Street.

Heather Wolf, Library Director