



**CITY OF SCOTTSDALE
LIBRARY BOARD
REGULAR MEETING MINUTES
Wednesday, February 17, 2021
Meeting held electronically**

PRESENT: Chair Sheila Collins, Vice-Chair Shiela Reyman (elected chair), Board Members Sam Campana, Freda Hartman, Fred Klein, Marna McLendon, and Janet Smigielski (elected vice-chair)

STAFF: Kira Peters, Director; Managers Mandy Carrico, Becky Galligan-Butler, Melissa Orr; Library Outreach Coordinator Jennifer Wong-Ortiz; Acting Management Analyst Natalie Mitchell; Senior Assistant City Attorney Kim Campbell

Call to Order

Chair Collins called the meeting to order at 3:30 p.m.

Roll Call

Members present as listed above.

Public Comment

There were no public comments submitted.

Minutes

Regular meeting minutes January 20, 2021

VICE-CHAIR REYMAN MOVED TO APPROVE THE JANUARY 20, 2021 LIBRARY BOARD MEETING MINUTES. BOARD MEMBER SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR COLLINS, VICE-CHAIR REYMAN, BOARD MEMBERS CAMPANA, HARTMAN, KLEIN, MCLENDON, AND SMIGIELSKI VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

REGULAR MEETING AGENDA

1. Library Board Nomination and Election of Officers for 2021

Chair Collins commented about the accomplishments that the Board achieved during the past year.

CHAIR COLLINS NOMINATED SHIELA REYMAN FOR THE POSITION OF CHAIRPERSON OF THE LIBRARY BOARD. BOARD MEMBER SMIGIELSKI SECONDED THE NOMINATION,

WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR COLLINS, VICE-CHAIR REYMAN, BOARD MEMBERS CAMPANA, HARTMAN, KLEIN, MCLENDON, AND SMIGIELSKI VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

VICE-CHAIR REYMAN NOMINATED JANET SMIGIELSKI FOR THE POSITION OF VICE CHAIRPERSON OF THE LIBRARY BOARD. NO SECOND WAS GIVEN.

CHAIR COLLINS NOMINATED FREDA HARTMAN FOR THE POSITION OF VICE CHAIRPERSON OF THE LIBRARY BOARD. NO SECOND WAS GIVEN.

Both candidates accepted the nomination and gave a brief overview about their background.

ROLL CALL VOTE WAS TAKEN, ELECTING JANET SMIGIELSKI FOR THE POSITION OF VICE CHAIRPERSON OF THE LIBRARY BOARD BY A VOTE OF FIVE (5) TO TWO (2). VICE-CHAIR REYMAN, BOARD MEMBERS CAMPANA, KLEIN, MCLENDON, AND SMIGIELSKI VOTED FOR JANET SMIGIELSKI. CHAIR COLLINS AND BOARD MEMBER HARTMAN VOTED FOR FREDA HARTMAN.

The new chair and vice chair presided over the remainder of the meeting.

2. 2020 Annual Report

Kira Peters, Director, recalled that the Board reviewed the 2020 Annual Report at the January 20, 2021 meeting. She noted that City Council requires that the Board make additions and/or corrections and vote on its approval.

Board Members were given an opportunity to ask questions. Board Member Hartman suggested that "Anticipated Key Issues" include a statement indicating that the Board is anticipating what library service will look like during COVID-19 recovery. Director Peters said she will add the suggested language to the report.

Director Peters said that service improvements such as OpenPlus technology are a step towards making Scottsdale Library top tier among libraries nationally.

BOARD MEMBER COLLINS MOVED TO APPROVE THE 2020 ANNUAL REPORT AS AMENDED. VICE-CHAIR SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0), BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

3. Discussion on Library Board Chair Term

Director Peters, with the assistance of Kim Campbell, Senior Assistant City Attorney, led a discussion on the current term of the Library Board Chair, which included information on the process of how that term could potentially change. Currently, the bylaws allow the Board Chair to serve only one consecutive term and the Vice Chair is allowed to serve two consecutive terms. Many Boards and Commissions allow for the Chair to serve two consecutive terms. In order to amend the bylaws, City Council would first have to approve an amendment to the Library Board Ordinance. The annual election process for both Chair and Vice Chair would remain the same, with no assumption of a guaranteed second term for either position.

BOARD MEMBER KLEIN MOVED TO DIRECT STAFF TO MOVE FORWARD WITH THE STEPS NECESSARY TO AMEND THE BYLAWS AS DISCUSSED. COMMISSIONER HARTMAN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ONE (1), BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. BOARD MEMBER COLLINS DISSENTED.

4. Quarterly Report

Natalie Mitchell, Acting Management Analyst, presented the second quarter statistics, including library use metrics and financial information for fiscal year 2020-21.

Board Members were given an opportunity to ask questions. Ms. Galligan-Butler said that when all library buildings were closed in May, the only library access was by drive-through service. Ms. Orr indicated that with the library closures and limited hours once locations reopened in June, drive-through service was a primary resource for many patrons participating in the summer reading program.

Director Peters explained that the decrease in the number of active library card holders is a reflection of the library system requiring annual card renewal, which began in FY 2017/18. The data is now a more accurate accounting of active library patrons. Efforts are being taken to reach out to patrons about the fine-free policy.

Ms. Galligan-Butler explained that “digital usage” refers to the Greater Phoenix Digital Library, which is a consortium of libraries, of which Scottsdale is a member. It is one of the largest consortiums in the OverDrive system.

Board Members thanked staff for putting together the data analysis. Director Peters commented that the data is a valuable tool in helping staff make decisions.

Ms. Carrico explained that when Palomino Library closed in June of 2020, their patrons were given an opportunity to select a home library. Those who did not make a selection were transferred to Mustang Library.

5. Patron Comment Report

Director Peters responded to patron comments. She explained that in order to renew a library card online, a patron must provide proof of address, including a utility bill. The process is different when renewing in person, because a physical identification card can be presented to the staff member helping with the renewal.

Computer time will continue to be restricted to one hour of use in an attempt to encourage social distancing in the library buildings. Library computers do have DVD drives available for those patrons who wish to use them during their one-hour assigned time. In response to patron complaints about multiple staff approaching them regarding wearing masks, staff is working to better communicate with each other about those who have already been spoken to. The libraries have courtesy face shields available.

Director Peters explained that in the beginning of the pandemic, the library was quarantining books for 72 hours between borrowers, but that has not been a continued practice. Books

cannot be sprayed or wiped down with sanitizers. It is suggested that patrons who are concerned place their books in a plastic bag for 72 hours after borrowing them. The American Library Association has research available for libraries to review, but there are no national guidelines for sanitizing library books.

6. Library Material Home Delivery Program Presentation and Policy Update

Jennifer Wong-Ortiz, Library Outreach Coordinator, presented the updates and policy changes proposed for the Library's Material Home Delivery program.

BOARD MEMBER KLEIN MOVED TO APPROVE UPDATES TO THE LIBRARY MATERIAL HOME DELIVERY PROGRAM POLICY. VICE-CHAIR SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0), BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

7. Library Board Orientation

Director Peters presented the informational packet provided to new Board members as part of the recent orientation and ideas for continued engagement between the Board, library staff, and the public. She has also reached out to new Board members for a one-on-one conversation as part of their orientation.

8. Director's Report

Director Peters announced that the Pony Express at Appaloosa Library is expected to launch in March 2021. The door entry system and access control panel will be installed by the end of February. Staff will participate in a navigational audit to test the system and the ease of navigation prior to opening. Staff worked with City Cable to film an informational video, which will be made available to the public. A link to "Pony Express at Appaloosa Library" will be made available on the City's website.

Mustang Library will re-open on March 1, 2021 with attendance limited to 75 patrons. Community Services staff will be assigned to monitor attendance.

Director Peters briefly discussed the City's efforts to address the challenges of people experiencing homelessness in the community.

The Sky Room (Storytime Room) renovation is pending approval as part of the FY 2021/22 City Budget package.

The City Manager has sent out communication to City staff addressing questions regarding vaccinations for staff as a priority group. Communications are ongoing with Honor Health to develop a vaccination plan for City staff.

They are continuing to work on the strategic plan, including communicating with staff. Information is changing quickly so consistent communication is consistent between leaders of the library the staff is a priority.

Director Peters noted that Melissa Orr and Jennifer Wong-Ortiz took the book bike (The Lone Ranger) out to one of the day-relief centers offering the use of donated materials.

Director Peters talked about the programming fund, highlighting the process staff goes through in preparing the virtual programming. She noted that a plan is in place to pilot in-person programming starting in April 2021.

9. Identification of Future Agenda Items

Future agenda items will include:

- Supporting adult literacy
- Publicizing the fine-free policy
- Scottsdale General Plan

10. Board Members' Reports

Vice-Chair Smigielski gave an update on Friends of the Library activities. The group will hold a limited-attendance, in-person event on February 24th at Appaloosa Library. They are a finalist for the \$50,000 Southwest Literacy Grant, which if granted will go towards technology for the new Storytime Room. The group hope to be raising funds to help with the installation of "hold it" lockers at Rio Montana.

Board Member Klein suggested that "Board Members' Reports" be expanded to "Board Members' Reports and Comments" so that comments can be made about miscellaneous topics. He also suggested that a mechanism be developed to enable Board members to participate with staff in the process of developing policies.

The suggested topics will be included as future agenda items.

11. Adjournment

BOARD MEMBER COLLINS MOVED TO ADJOURN THE MEETING. VICE-CHAIR SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0), BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:15 p.m.

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