



**City of Scottsdale  
Library Board  
Regular Meeting Minutes**  
Wednesday, April 19, 2023, 3:00 p.m.  
Civic Center Library Loft Computer Room  
3839 N. Drinkwater Boulevard  
Scottsdale, AZ 85251

**PRESENT:** Chair Janet Smigielski, Vice-Chair Freda Hartman, Board Members, Natalee Esposito, Shiela Reyman, and Enid Seiden

**ABSENT:** Board Member Sam Campana

**STAFF:** Melissa Orr, Acting Library Director; Managers Mandy Carrico and Alicia Brillon, Bryan Bundy, Community Services Business Operations Manager, Lee Schnoor, Systems Integration Supervisor, and Sky Larsen, Appaloosa Branch Manager

**Call to Order**

Chair Smigielski called the meeting to order at 3:00 p.m.

**Roll Call**

Members present as listed above.

**Public Comment:**

Melissa Orr, Acting Library Director, noted there were online comments, but they do not fall under the Library Board's purview.

**Minutes** – March 15, 2023, Regular Meeting and March 28, 2023, Retreat

Chair Smigielski and Vice Chair Hartman expressed appreciation for the reporter capturing the details and essence of discussions during the retreat.

BOARD MEMBER ESPOSITO MOVED TO APPROVE THE MARCH 15, 2023, LIBRARY BOARD REGULAR MEETING MINUTES. BOARD MEMBER SEIDEN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, REYMAN AND SEIDEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

BOARD MEMBER SEIDEN MOVED TO APPROVE THE MARCH 28, 2023; LIBRARY BOARD RETREAT MINUTES VICE CHAIR HARTMAN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, REYMAN AND SEIDEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## **REGULAR MEETING AGENDA**

### **1. Patron Comment Report**

Melissa Orr, Acting Library Director, noted this month had a lot of good comments including the Littlest Scientists program, which is always popular, and two different patron comments stating their mind was blown by the services offered.

### **2. Fiscal Year 23/24 Library Budget Presentation**

Bryan Bundy, Community Services Business Operations Manager, provided information on the Library's proposed fiscal year 23/24 budget.

FY 22/23 Special Revenue Account consists of funds generated through donations, gifts and memorials such as the Rassner Fund, and book sales, which is specific to the Library. As of the third quarter the accumulated amounts total \$120,000 of the projected \$136,000. There is a current cash balance of \$53,000, which will roll over into FY 23/24 if not expended prior to June 30th.

FY 23/24 Budget Highlights based on the budget released by the City Manager:

- The total proposed budget inclusive of the projected Maricopa County funds equals \$1,145,000.
- The proposed library collection budget is \$552,535, which includes physical materials, subscriptions, and e-materials. An additional \$50,000 was found in the Community Services Budget and allocated to the Library to boost the materials budget. This amount will become part of the base budget effective July 1st.
- The Special Revenue Fund Package increased the projected amount from \$80,000 to \$115,000. With the library promoting the bookshop it is anticipated the income would increase, which can't be expended if it's not in the budget. The Rassner Fund remains consistent at \$9,000. The total proposed budget for the special revenue is \$124,000.
- It is anticipated \$469,000 will be received from the Maricopa County Funds, which should arrive in late April or early May.
- \$206,000 is to upgrade critical wiring and infrastructure related to bandwidth at Civic Center and Mustang.
- Another technology-related decision package for \$20,000 is to install new gate counters at Civic Center and Mustang.
- An FTE in the Police Department will provide municipal security for Civic Center and Mustang. An additional FTE in the Police Department will provide security for the Civic Center Mall.

Upcoming dates to remember:

- April 25, 2023 - City Manager will present the proposed FY 23/24 operating budgets. (These can be viewed on the City's website)
- May 16, 2023 - Adoption of the tentative budget inclusive of the City's rates and fees
- June 13, 2023 - Final budget adoption.

Board Members were given an opportunity to ask questions. Ms. Orr will provide copies of the slide presentation to the Library Board. The contract with MCLAP expires June 30, 2023, and a new contract will be negotiated prior to that date. There is a delay associated with trying to combine three agreements into one, including the reciprocal borrowing. This discussion will continue under the Director's Report. Ms. Brillon explained the Rassner Fund is an endowment that provides the Library with \$18,400 per year with half going to the collection and the other half going to miscellaneous items. Mr. Schnoor explained the plans for replacing the wiring within the walls at Civic Center and Mustang, which will increase bandwidth from 10mg to 100mg up to 1gb, which provides better performance for

those using the Wi-Fi. Mr. Bundy explained gate count are used to track attendance and utilized as part of the Library's statistics. Ms. Carrico noted gate counts are an approximation. Mr. Schnoor explained the two types of gate counters: at the entrance and exit points, and others that would track how many people utilize a certain area of the Library. Ms. Carrico noted the new counters will be used to provide statistics on how many people entered the art gallery or the children's room. The gate counters at the exits and entrances will set off an alarm if books and other items are not checked out. Mr. Schnoor discussed the various gate counters at each library and the process for merging the data collected from the gate counters to provide utilization statistics. Mr. Bundy f explained why an architect to review Mustang was not included in the budget. Ms. Orr further explained the architect would fall under a CIP request; Mr. Murphy is working with other departments to discuss alternatives and possible solutions.

### **3. Library Board Retreat Recap and Takeaways**

Chair Smigielski discussed highlights and takeaways from the Library Board Retreat, such as the mission, library programs/projects of interest to each board member and community outreach. She thanked everyone for attending and participating in the first retreat. As part of the retreat, Attorney Campbell provided a presentation that clarified the Board's role and mission. Everyone had an opportunity to express areas of interest and ask questions as part of the projects/programs and community outreach discussions. Ms. Carrico stated staff would reach out for board member participation on committees when it is appropriate. Board Member Reyman stated prior to asking to be part of special committees the board members should be participating in what is asked of them. Ms. Orr advised a list of events was provided during the retreat and the calendar of events is available on the Library's website; anytime they need help they will reach out to the Board. Ms. Carrico stated the signature events are ones where the Library Board is offered a table, typically annual events. Vice Chair Hartman suggested noting upcoming events that include Board participation be addressed during the Director's Report. Chair Smigielski reminded Board Members to notify herself and the director and/or interim director of their attendance at events in case a quorum needs to be announced.

### **4. Old Business -**

Chair Smigielski reminded the Board that old business topics are determined at a meeting as future agenda items to be discussed at the following meeting and only items listed can be discussed.

#### **a. Branch Liaison Role**

Chair Smigielski suggested moving this discussion to the next meeting when Board Member Reyman can be present. A brief discussion ensued.

BOARD MEMBER ESPOSITIO MOVED TO MOVE BRANCH LIAISON ROLE DISCUSSION TO NEXT MEETING. VICE CHAIR SEIDEN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, REYMAN AND SEIDEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

#### **b. Arizona Republic Archives**

There was no discussion.

### **5. Director's Report**

Melissa Orr, Acting Library Director, provided an overview of current and upcoming events.

- Two board members attended the Bunnanza which had 3,200 attendees. As a result of the feedback, staff is discussing bringing back the Ultimate Play Date program and potentially combining it with the Library Card Holder Appreciation Event.
- The Library is being asked to do as much programming as possible, which would take place in the fall when the construction is complete outside of the youth area.
- This is Volunteer Appreciation week, thank you to everyone who volunteers including the board members. Trey Granger received the Vision Award and 18 teens qualified for the Presidential Volunteer Award at last night's City Council Meeting.
- The newest art exhibition that uses recycled textiles is called Diversion and will be on display from April 11<sup>th</sup> through June 30<sup>th</sup>.
- Many workshops are taking place for National Poetry Month.
- National Library week takes place from April 23<sup>rd</sup> through April 29<sup>th</sup>. There will be a bookmark contest and facts and information about the library will be provided.
- The summer reading theme is "It is all Together Now", which is a unity theme with a lot of programs and events around that.
- Brandon Chapman was able to open a new Books to Go location within the apartment district on North Goldwater Blvd and North 70th Street.
- Ms. Carrico is piloting a Second Chance Collection for books that have not been checked out for an established amount of time or have multiple copies. The first pilot location is at the Via Linda Senior Center. A discussion ensued regarding the process.
- Family Read Aloud Night was recently held at the Yavapai Elementary School with over 100 attendees. The last one of the season will be tomorrow at the Navajo Elementary School.
- Additions to the collection include board and card games.
- The youth entrance is up and ready and will open upon completion of the construction.
- Ms. Carrico and Ms. Brillon are working on getting the café up and running again using Meg's Café or a commercial vendor.
- 1,000 books before kindergarten will be rolling out next month. Staff worked with a graphic designer to create sketches of Arizona animals reading books, listening to books, and holding library cards.
- A new Hold It locker has been purchased and will be going to the Granite Reef Senior Center. A discussion ensued regarding how the lockers work and the possible unveiling ceremony.
- Patron Point communication will help with the newsletters, welcoming new patrons, and renewals. Ms. Carrico stated Patron Point offers automatic renewal for active patrons, which unburdens the patron and staff.
- 19 Chromebooks have been purchased through a grant written by the Friends of Scottsdale Public Library last year. These will be used as part of the summer reading buddies program.
- Spotify accounts will allow youth staff to create a music list for their programs.
- iPad restricted access continues to be an issue which Mr. Schnoor has been working on.
- Sky Larsen, Appaloosa Branch Manager, recently opened a bookshop there that uses Clover instead of registers and will accept credit card payment.
- Ms. Carrico explained the reciprocal borrowing within several libraries in Maricopa County. This program is like the interlibrary loan with fewer restrictions. New items will not be included in the reciprocal borrowing.
- Bethany Ronnberg, eResource Librarian, announced the newest digital library called Cloud Library which contains eBooks and audio books. This program is linked to other Arizona libraries for reciprocating. Within the first three weeks they had 400 check-outs. A brief discussion ensued.

- All board members were provided with a copy of the Library Bill of Rights and suggested reading over it and learn more about things like the library’s censorship, freedom to read, and intellectual freedom.

Mr. Schnoor clarified all branches have gates that serve as security and people counters as well as people counters in specific areas. Mustang is the only branch that uses them to manage entry points, which are the ones scheduled to be replaced.

## **6. Board Members’ Reports**

Chair Smigielski stated Board Member Fred Klein submitted his resignation last week. It appears the application process does not close until June 1<sup>st</sup>. Board Member Reyman’s term is up in August and a new board member will be appointed at that time. Board Member Campana sent a picture of a library she visited in France and says she will see us in May.

Vice-Chair Hartman provided the board with a report on the last Friends of Scottsdale Public Library meeting, including their retreat that is scheduled for the evening of May 1st. Currently they have three agenda items being discussed; what programs should they fund in the future, open officer positions, and fundraising for the fall. There is a fundraiser today during lunch and dinner at the McDowell Mountain and McCormick Ranch locations of The Vig. On May 18th there will be an all-day fundraiser at Los Sombreros. Another fundraiser will be scheduled in the future at The Rock Bar. Membership renewal reminders were sent out in April and a second reminder will be sent out at the end of the month. Trey Granger, President of Friends of the Scottsdale Public Library received the Vision Award.

Board Member Seiden noted the Human Relations Commission chair will be approaching the Library Board about bringing in speakers and conducting town halls through the library.

## **7. Identification of Future Agenda Items and Future Meetings**

Old Business Items:

- Branch Liaison Role

Future Agenda Items:

- Hold It Lockers
- Community Outreach
- Calendar of Topics
- Reciprocal Borrowing
- Next Regular Meeting: Wednesday, May 17, 2023, 3:00 p.m.  
Mustang Library, Book Discussion Room

## **8. Adjournment**

BOARD MEMBER ESPOSITO MOVED TO ADJOURN THE MEETING AT 4:36 P.M. VICE CHAIR HARTMAN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF FIVE (5) TO ZERO (0). CHAIR SMIGIELSKI, VICE-CHAIR HARTMAN, AND BOARD MEMBERS ESPOSITO, REYMAN, AND SEIDEN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

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