

## **Library Board Meeting Minutes for December 3, 2015:**

Meeting called to order at 3:08pm by Joanne Parkes

### **Members present:**

Ruth Garrison  
Joanne Parkes  
Dave Browning  
Harriet Young  
Dorothy Renstrom  
Heidi Holland, staff liaison

### **Members excused:**

Karla Brewster  
Lena Fowler

### **Library and other staff present:**

Emily Eldridge

### **Approval of Minutes:**

Minutes of the meeting of October 22, 2015, were approved, with comments. Joanne would like to be listed as a “member excused” for the boards previous meeting on October 22, 2015.

### **Public Participation:**

none.

### **Library Director’s Report:**

1) Heidi Holland distributed the Library’s organizational chart to board members. Each department and its purpose was briefly reviewed. Spoke briefly on FTEs in the Library. There are about 82 employees working for the library currently. There is also a change of leadership coming soon with Barbara Goodrich’s promotion to Deputy City Manager; interviews are being conducted for the Director of Management Services position.

2) Spoke about the Reference USA Database. It is a business data base used for information lookup. The Library is currently already using and paying for this database. This resource can be used to research such things as the ability to identify target markets and study the demographics of a community. It is a small business patron’s dream. It provides tools for businesses and can be used to research occupation, income, home type and year built, veteran status, employment status and history, among much more. ReferenceUSA offers regularly scheduled trainings and webinars, and it is available to any one that has a library card and pin number and can be accessed online.

3) Intergovernmental revenue by source report was shared. It details the amount of funding that the Library receives through the county. Cuts are showing up in the library/overall total budget. Recovery is hindered by primary and secondary legislature changes.

5) Book donations: the library receives a lot of donations (some things outdated and not applicable); current books are added to the collection to save \$ on buying. Discussed solutions through sorting through large number of books and redistributing unneeded books. Harriet proposed an idea for Library to donate useful books that are not needed at the library to schools in the way of “care packages” to donate to the community. Donations are accepted at the back door from 10-3.

6) AZ Daily Sun Calendar that supports library program Stories to Life was shared; they are \$2 each. Everyone who purchases is entered into a drawing for prizes.

7) Harriet Brown named AZLA volunteer of the year. Newspaper clipping passed out.

**Growth needs of libraries, affiliates, and branches:**

1) Extra space at the EFCL approved by council on Tuesday. Some storage is being transferred from the community room to create more space for the public. A door is being installed for staff (security) to have another entrance and exit. RFID technology will be added eventually. Also will be adding new book drops. Possibly more space needed in the future.

**Recruitment of New Members:**

1) There is a board opening available with Ruth’s departure. Joanne is a member of the Flagstaff Leadership Program and would like to recruit in their newsletter, which has a section for boards. Harriet knows Marney Babbitt, who recently started a young professional’s organization and foundation, and encourages them to join boards as well.

**Social services for the community:**

1) Should the Library allow social services offered by religious groups? It was determined yes, but only if it serves the public good. The board voted on allowing organizations that are only consistent and in compliance with the library’s policy of service, serving the public’s best interest, no evangelizing, and need to display appropriate signage consistent with library policy. Ruth moves to approve the aforementioned policy. Harriet seconds. Everyone in favor.

**Library Board Chair:**

1) The board determined that Joanne would be the current chair of board meetings. Everyone was in favor. Joanne will be leaving after the March meeting for a 6 month leave of absence, at which time the board will need to select a new chair.

**Informational Items:**

- 1) Dave attended the lecture of Bryan Stevenson for his book “Just Mercy”.
- 2) Harriet would like to do a book study group with Karen Warner and Lisa Schnebly, talking about the dynamic women in Arizona. “Wild Women of the West”.

Harriet makes a motion to thank Ruth in the official minutes for her 5 years of service on the board.

**Close of meeting:**

- 1) The next library board meeting is January 28 at 3:00pm.
- 2) Meeting adjourned at by Harriet at 4:25pm.