

Library Board Meeting Minutes for June 7, 2018

Meeting called to order by Dorothy Renstrom at 1:08pm.

Members present:

Dave Browning
Dorothy Renstrom
Harriet Young
Jim Parks, Coconino County District 4 Supervisor

Staff Liaison:

Mark Cesare, Interim Library Director

Other Staff present:

Steven Flanagan, Executive Assistant to Supervisor Parks
Emily Eldridge, Library Administrative Specialist

Public Participation:

None

Approval of minutes from March 2018 meeting

One change needs to be made. Instead of approving the September 2017 meeting minutes at the previous board meeting, the minutes approved were actually from the December 2017 meeting. Minutes are approved after this correction is made.

Library Director's Report- Mark Cesare

1. Information was shared on the Library Budget process. The City budget has been concluded. The Library asked for support with a staff re-org. Two Deputy City Manager positions and one Administrative Specialist position were created. The elimination of the Outreach Manager position covered any costs moving forward into the new re-org. A few facility projects were also approved. The skylights at the Downtown Library need to be sealed and replaced as they are leaking. There is painting that needs to be done on the ceilings-it is dusty due to the texture of the ceiling. All of the windows at the Downtown Library need to be replaced as they are coming out of their frames or the weather stripping is coming out. This project will take place over the course of several years in stages. We started a savings account of \$50,000 for this project. It will take approximately \$400,000 total to complete the replacement. We also have \$30,000 set aside for replacement of the boiler. It is in working order at this time but we are prepared for future repairs. Multiple safety enhancements at the East Flagstaff Community Library were approved. The teen room will become the kids room, so they are not in the main public area. The Quiet Room will be the new Teen Room. With the extra space a children's restroom will be built, and more public computers will be added. Grant money will supplement furniture and other items added to the new spaces. Both the Downtown and EFCL Libraries will be getting a security guard during the day. This is a pilot program and at the end of the fiscal year it will be re-assessed to see if monitoring is making an impact. The Library went before the County Board of Supervisors on May 7. A rate increase was not requested for the district this year as things are sufficient at this

time.

2. Tuba City Public Library received \$30,000 from the Navajo-Hopi Land Commission to make renovations to the Library building. An old stairwell will be removed and will add more floor space. New paint, new carpet, and paving the adjacent parking lot is also included. It will go from gravel to an aggregate base.

3. An update on the various construction projects at the Flagstaff Libraries: The carpet replacement and public restroom remodel are both complete. Installation of the AMH equipment has been completed at both libraries. The exterior book drop at the Downtown Library was also recently finished. A fence is soon to be installed to eliminate the blind spot the new book drop created, preventing patrons from walking into the road unseen by traffic. A new Friends book sale area was remodeled and is complete. In the Administration office, a wall was knocked down to expand the space and new carpet was installed. There are multiple projects currently in the works. In the IT area compact shelving will be removed and a public meeting space will be constructed. It will accommodate 10-12 people. Plans are being drawn at this time. Plans are being drawn for the previously mentioned bathroom addition at EFCL. A wheelchair lift will be installed in the dock at the Downtown Library. It will provide ADA wheelchair access as well as assist patrons or employees with mobility issues. The Grand Canyon Community Library is working with the National Parks service to possibly expand the Library into the unoccupied space of the building the Library is currently in. Wiring upgrades and internet procedures will be modified and updated as well. Forest Lakes Community Library is working with ADOT to put a sign out on the highway and a sign on the road where to turn so people know where the Library is. Supervisor Parks mentioned that he is already in the works to have signs made for the interior area of the Library property as well.

4. Our Deputy Library Manager over Public Services has moved. Another Public Services staff member is retiring at the end of the month. The process for hiring a new Library Director continues and the position will be posted soon.

5. Sedona Public Library had their 60th anniversary. Flagstaff Libraries are working with them to complete the IGA. This is due to revised statutes of Library districts. This process will work to keep them within our Library district in Coconino County.

6. In late July the Lunar Legacy Celebration will start. This is a city-wide celebration. Next July (2019) will be the 50th anniversary of the Apollo 11 landing on the moon. There will be many programs and events relating to the special role Flagstaff played in this historical moment in history. The Library is going to blow up and hang large historic photos and have historical documents available for the public. The website <https://www.flagstaffarizona.org/lunarlegacy/> will have all information regarding this celebration.

7. In late April, the Arizona Daily Sun listed the Top 10 Most Banned Books-and locally we have 9 out of the 10 books available for checkout.

8. The Summer Reading Challenge started this week. It is offered for both kids and adults. The theme this year is Libraries Rock! It can be interpreted as music or geology themed, so the Libraries will have programs focused on both. Prizes for offering the certain number of books are donated from our local sponsors.

9. Revisiting security at the Library: The hours at each Library will be different. Staff keeps track

of incidents that range from medical emergencies to profanity, violence, or at times incidents involving staff. Incidents were broken down by levels of egregiousness and analyzed to see what times they most often occur. At Downtown incidents seem to happen earlier in the day and at EFCL they happen more in the afternoon. These hours can be adjusted as needed moving forward. The guard will be uniformed but not armed. Library staff have taken part in trainings specifically focused on monitoring and de-escalating patron situations (ex: Black Belt Librarian), but this can be difficult at times because they are also focused on performing their jobs. Having one more set of eyes has been proven to be a helpful deterrent. “If people know you’re watching, they will behave”.

Growth Needs of the Library

1. Our budget specifically targeted many of the growth needs for the Libraries this year. Dorothy asked for an update on the ADA entry ramp remodel project. At this time there is not any active planning but the plan still exists and will be carried out sometime in the future. Originally it was scheduled for this spring. The next steps would be to meet with both the City Beautification and Public Arts Commissions, as they have both already agreed to assist in designing the ramp. They will help design while an outside vendor will do the actual construction.

Informational Items from Board Members

None.

The next Library Board meeting is on August 2, 2018, in City Chambers at City Hall, 1:00pm. There will be no meeting in July.

Meeting adjourned by Dorothy Renstrom at 1:36 pm.