

Library Board Meeting Minutes for April 4, 2019

Meeting called to order by Dave Browning at 1:00 pm.

Members present:

Dave Browning
Harriet Young
Kristen Dikeman
Kim Hensley-Owens
Supervisor Jim Parks, District 4 Coconino County

Members Excused:

Dorothy Renstrom

Staff Liaison:

Mark Cesare, Interim Library Director

Other Staff present:

Emily Eldridge, Administrative Specialist
Amelia Mason, Executive Assistant
Will Ascarza, Deputy Library Director
Steven Flanagan, Executive Assistant to Supervisor Parks

Roll Call and Introduction of New Members

Everyone present briefly introduced themselves. Kristen Dikeman and Kim Hensley-Owens were welcomed as the two newest members of the Board.

Public Participation:

None

Approval of minutes from March 2019 meeting

Dave noticed a minor grammatical error in the Library Director's report in reference to new staff positions. Motion to approve minutes with corrections by Dave, 2nd by Kristen. Minutes were approved unanimously. Minutes were corrected.

Library Director's Report- Mark Cesare

1. Introduction of Free Library District: The City of Flagstaff and Coconino County Free Library District have an Intergovernmental Agreement (IGA) to manage the various libraries in Coconino County and Flagstaff. In Flagstaff, there is the Downtown and East Flagstaff Community Library (EFCL). Flagstaff supports Branch Libraries in Coconino County and they are entirely funded by the County Library District. Branch Libraries include Tuba City, Grand Canyon, Forest Lakes, the County Bookmobile (COBO), and the Correctional Facility. Affiliate Libraries are Libraries with their own municipalities but the Coconino County Free Library District and City of Flagstaff work in partnership with these facilities. Some Affiliate Libraries include Sedona, Page, Fredonia, and the Law Library at the County courthouse. We also partner with other agencies; for example, the Grand Canyon Library works with the National Park Service (NPS) because they are housed

in a NPS owned building. Tuba City is located on the reservation so the Library works with the Bureau of Indian Affairs amongst other federal and cultural agencies.

2. Budgeting for Libraries: Because of the IGA between the City and County, every year the Library must go before both the City of Flagstaff and Coconino County budget teams to request funding for Flagstaff and Branch Library funding. Neither budget is finalized as teams need time to review requests based on recommendations from us. The Library Board is a part of this recommendation process by providing feedback to the Director and budget staff.

3. Presentation on Budgeting Needs by Mark Cesare:

- FY19 Accomplishments are reviewed. They include a new Writer in Residence program, the success of the Books and Brews events, and an increase in book clubs. Staff duties were reviewed after the installation of the Automatic Materials Handler (AMH) and workflow was reorganized to better serve the public.

- City budget requests are reviewed. They include ongoing funding to provide 2 security guards at both Libraries for staff and patron security. This request was approved last year, but only for one year. 2 Rezones for Library Specialists were requested to attract and retain quality staff. 2 retirement funding requests. Kim asked why these retirements cost money, and it is due to factors such as payouts of sick time or other leave and coverage of staff during hiring periods. Facilities has requested that we replace our boiler proactively, as the building turns 33 soon. We also need to replace the windows in the building, as many have broken seals and poor insulation. Also needing funding is the restroom remodel at EFCL.

- County budget requests are reviewed. Affiliates are doing well financially. Branch Libraries depend solely on county funding, and there have been some struggles financially. For approximately 10 years, the District has been relying on saved fund balances to sustain themselves and it was much needed during the recession. In the past, when there has been extra revenue from tax allocations, it went into the fund balance. We have not been adding to the fund balance during this time. The Correctional Facility is suffering the most and their fund balance is depleted.

- There are four options to present in order to help the Correctional Facility, as well as request funding for other needs. Option 1: An across the board rate increase of .01%. It would fund the Correctional Facility, fund one IT staff person, and one central materials cataloger. It would also add 5 hours to the Correctional Facility and allow all Libraries to operate within revenue. Option 2- A rate increase of .0069%. This provides slightly less funding to aid the Correctional Facility, but other Libraries operating at a shortfall will continue to use their fund balance. No additional funding would be provided for other Libraries. Option 3- Use the Library District Fund balance held by the City to balance the Correctional Facility Budget for the next few years. This fund is limited and will eventually run out. Option 4- Reduce hours and services at the Correctional Facility Library. 5 staff hours cut and decreased services.

- Other County needs and future projects are reviewed. Eventually the Bookmobile will need to be replaced. At Forest Lakes there is potential to purchase land near the Library to expand. Grand Canyon has been working with the NPS to expand into the building they currently occupy. Tuba City needs parking lot repairs and there are future building remodels that need to be done.

- Such requests would allow another IT person to help manage a network of 450 computers and maintain updates and access to public computers. Moving all cataloging and hiring one dedicated staff member to catalog for all Branch Libraries would help with consistency in cataloging and database searches.

4. Board Member Discussion regarding budget needs: Dave commented that he would like to see the windows replaced as well as other much needed maintenance done. Harriet confirmed with Mark that this is a status quo budget request, we need to perform needed maintenance, focus on acquiring needed personnel, and support the needs of the Correctional Facility. Dave proposed a motion to concur with the recommendations presented for what the Library is requesting. Harriet made the motion, and Kristen seconded the motion.

Growth Needs of the Library

1. Upcoming Projects: We will be constructing a new conference room for staff and public use. At EFCL, the kids, tweens, and teen areas will be reorganized. There will be new furniture and comfy seating in the adult area as well. Also at EFCL, a family restroom will be built to provide more room for families and increase safety for children by having their own restroom.
2. The needs of the Correctional Facility Library are addressed again as being a prudent issue.
3. Both the windows and skylights need replacing. Deferred maintenance during the recession is presenting maintenance issues now.

Informational Items from Board Members

Brief introductions of Board members were made. Dave shared he is a veteran and currently retired. He worked in the computer industry and Microsoft. He has lived here since 2006 and also works with Veteran's Court. Harriet is a retired professor of Political Science at NAU. She is currently invested in politics and was the County chair of the Democratic Party for 8 years. She is involved in the American Association of University Women, an organization that recruits and endorses female candidates. Kristen moved to Flagstaff one year ago and is an attorney working in education law and serving non-profit businesses. Kim is an English Professor at NAU and the director of their writing program, and is married to a Librarian. Jim is the Coconino County Supervisor for District 4. He is also a veteran, worked on ranches for many years before retiring briefly.

The next Library Board meeting is on May 2, 2019, at 1:00pm in Council Chambers.

Meeting adjourned by Dave Browning at 1:52 pm.