

City of Mesa Library Advisory Board Meeting

Date: May 23, 2006
Time: 6:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Kay O'Connor
Chair

Jaime Herrera
Doug Gerlach
Sharon Corea
Cheryl Laflen
Maria Mancinas
Liz Purtell

Staff Present

Kate Havris
Heather Wolf
Dawn P. Kucerak

Members Absent

Michael Yates-Excused
Alyssa Ratledge-Excused

Guests Present

AGENDA ITEM	DISCUSSION
Call to Order	Kay O'Connor called the regular Monthly Meeting of the City of Mesa Library Advisory Board to order at 6:37 p.m. on May 23, 2006.
Approval of Minutes	Jaime Herrera moved & Cheryl Laflen seconded that the minutes of the March 21, 2006 regular meeting be approved as presented. Motion passed, all voting yes.
Public Comments	There were no public comments.
Director's Report	Prior to the Director's Report, Mr. Gerlach presented and the Board approved a resolution of the Board's recognition of Trisha Sorensen as former Library Director. Mr. Gerlach read the resolution into the minutes.

Resolution

By this resolution,

The City of Mesa Library Advisory Board expresses its gratitude to Patricia Sorensen for her tireless and superb work while serving the City as the Library Director.

The Board also expresses its gratitude to the members of the Library staff for their continuous commitment to excellence during challenging times.

The Board further expresses its gratitude to Heather Wolf for accepting the position of Library Director and for her willingness to lead the Library into the future.

Finally, to Patricia, Heather, and each member of the Library staff, the Board expresses its gratitude for reminding us what it means to be a public servant and what true public service is.

AGENDA ITEM**DISCUSSION**

Ms. Wolf presented the Library Board with Certificates of Appreciation. Ms. Wolf commented that there are 285 volunteers at the library, almost a 3 to 1 ratio of volunteers to staff.

Ms. Wolf reported that the Library continues to receive one resignation per week. Overall Library staffing is down by 30% increasing the importance of cross training throughout the library. Staff has been trained and is helping to place orders in the new computer system. This allows the Resource Development Coordinators to concentrate on the selection of materials in order to expend the budget by fiscal year's end.

Ms. Wolf reported that the Mesa Room-Local History Archives and Special Collections were featured in the Arizona Republic newspaper.

Ms. Wolf reported that all staff meetings were conducted at all three locations on Wednesday, April 19. Ms. Sorensen, Acting Community Services Manager, and Ms. Wolf, Library Director, spoke about the Reduction in Workforce (RIWF) process and its impact on the Library. Individual meetings with at risk staff followed on Thursday, Friday, and Monday.

Ms. Wolf reported that eight branch employees, including one Supervisory Librarian, four part-time Librarians, and three part-time Clerks, made the transition to Main after hours were reduced at the branches. They have all made a quick adjustment and their new supervisors are very pleased with their customer service skills and attitude.

Ms. Wolf reported that since April 3, 2006, eight complaints have been received about the reduction in hours at the branches. Ms. Wolf has responded to these complaints; two from each location and several that did not identify their home branch. Ms. Wolf explained that due to loss of staff without the opportunity to re-hire the reduction in hours were necessary. The operating hours of the branches remain at 46 hours per week covering the busiest times at the Library.

Ms. Wolf reported that a target goal for the next review period would be to evaluate the new staff schedule in Periodicals. Periodicals staff has been reduced to five due to the resignation of one staff member. Periodicals had been previously staffed to insure the safety of the staff due to the room's location not necessarily because of patron flow. Mr. Herrera inquired as to whether any incidents had occurred in Periodicals? No incidents have occurred and panic buttons have been installed at the Periodicals service desk. Municipal Security also patrols that area more frequently. Mr. Hererra inquired as to what other libraries do with regard to Periodicals? Ms. Wolf responded that originally, Mesa Public Library maintained an extensive periodicals collection for research purposes. However, due to electronic resources, there is less of a demand for periodical literature. Staff in Periodicals has been keeping statistics on usage most of which is for in-house leisure reading not research.

Ms. Corea commented that on Sunday, April 30, 2006, between 2:00 and 4:00 p.m. at Red Mountain she was at the Library to greet people and explain why the Library was closed. Ms. Corea reported that she hardly had time to sit down and estimated approximately 80 cars and 100 patrons to the Library during that time frame. Most patrons were unaware that the Red Mountain Library was now closed on Sundays. Ms. Corea offered that the Main Library is open on Sundays and the bookdrops at Red Mountain are available for materials drop off. Ms. Corea appreciated seeing first hand the impact of the Sunday closures at the Red Mountain Library. The Main Library has not seen an increase in business due to

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the reduction in hours at the branches. The circulation at the branches, though, has decreased.

YAAC Report No report available.

Friends of the Library Report No report available.

Action Item: Ms. Wolf reported on the impact of May 16, 2006 vote. The Library had already implemented the changes affected by the vote. The Mesa Room is available by appointment only with only one staff person, Ms. Anna Uremovich, Archivist. The Dobson Ranch and Red Mountain branches will be open 46 hours per week and the Main Library 62 hours per week. At this time, closure of the branches is not an option although it does remain on the alternatives list.

Ms. Wolf reported that fourteen Library staff were “at risk” to lose their positions. To minimize staff layoffs, staff was moved from unfunded to funded positions and some positions were re-classified. Three part-time librarians received RIWF notices. At this time, work is being done to save those positions. Overall, twenty-four FTE’s in the Library could have been lost, however, this has been avoided due to vacancy savings and position re-classifications. Also, 8.1 positions that were on the books to maintain the Library’s baseline budget have been taken away. This will also impact staffing in the Library. Future vacancies will be evaluated for their usefulness-do they stay the same or be changed to benefit the Library in another capacity?

Ms. Wolf reported that throughout City that some staff would receive salary reductions five to seven ranges below their current salary when placed in another City position. City management provided the option for an employee to decline placement and to take the severance package when a salary reduction would be greater than 10%. Mr. Brady, City Manager provided Human Resources with wide latitude to be able to place staff throughout the City to minimize the number of layoffs.

Ms. Wolf reported that the MCC project is on a “slow boil.” The report has been received from the architect. The Main Library would like increased space for used book sales and a coffee bar. MCC would like more computers and study rooms. The cost will be approximately between two to three million dollars. The Library can offer \$1.1 million in bond money. MCC would staff and equip the building. Additional funding and what direction to take now are questions for discussion.

Mr. Gerlach inquired as to whether or not the Library would have continued to see resignations had the City’s situation been different. Ms. Wolf responded that at least half of the resignations are due to the City’s financial instability. Resignations have been highest among library pages and clerks. For them, it’s a great part-time job for attending college and it would be natural for them to leave once their education is completed.

Mr. Gerlach commented on Mr. Rawls support of the Libraries in line with that of Fire and Police. Mr. Gerlach inquired as to whether or not Ms. Wolf had sensed any serious thought on keeping the libraries open. Ms. Wolf responded that she had not. The City Council will adhere to the current list of cuts to balance the budget. Mr. Herrera inquired as to whether or not Ms. Wolf had sensed the City’s

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	<p>value it places on its employees. Ms. Wolf responded that staff that have been here twenty or more years have been disappointed in the citizen response to the City's situation. Staff cited the tremendous service they and the Library have provided over the years and even more so during these difficult times. The Library's morale has been impacted. Ms. Wolf commented, though, that the good news is we can move forward now that the vote has occurred.</p> <p>Ms. Mancinas inquired as to whom in the Library might be contacted for interviews with Spanish newspapers. Ms. Wolf recommended Ms. Maria Hernandez. Contact information will be provided.</p> <p>Ms. Wolf reported that the Library's resources would be re-evaluated due to the budget cuts. There will be no Summer Reading Program this year. This decision was made in October 2005 and impacts 10,000+ participants.</p> <p>Ms. Corea inquired as to employees' salaries. Ms. Wolf reported that Mr. Brady recommended to the City Council a 2.5% COLA and two personal days for City employees and a 2% COLA for executive salaries. Mr. Brady also recommended a pay for performance plan to be implemented in 2007 rather than the current 5% until the salary is topped out. Mr. Brady is also interested in "span of control" although this is not an issue at the Library.</p>
Budget Update	<p>The budget continues to be expended at an acceptable rate for the current fiscal year, 2005-2006.</p>
Announcements	<p>Ms. O'Connor announced that a new Chair would need to be elected to the Library Board in September 2006. Ms. Wolf identified two processes for electing a new Chair: 1.) A Nominating Committee may be formed to recommend candidates followed by an election at the next board meeting or 2.) A general question presented to the board as to who would be interested in being Chair and a vote taken at that same board meeting. The election of a new chair, though, must be an agenda item. The board will consider these options over the summer and proceed with an election process at the September 2006 Library board meeting.</p> <p>Mr. Herrera and Ms. Corea's terms will expire on June 30, 2006. Their re-appointment to the Library board will also be addressed at the September 2006 Library board meeting.</p>
Adjournment	<p>Liz Purtell moved & Maria Mancinas seconded that the meeting be adjourned. The meeting was adjourned at 7:20 p.m.</p> <p>The next meeting will be held on September 19, 2006 at 6:30 p.m. in the Main Library Boardroom, 64 E. 1st. Street.</p>