

City of Mesa Library Advisory Board Meeting

Date: November 16, 2004
Time: 6:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Kay O'Connor
Chair
Jim Driskill
Maria Mancinas
Liz Purtell
Alyssa Ratledge
Michael Yates

Staff Present

Floran Becker
Molly Rice
Peggy Haney
Polly Bonnett
Patricia Sorensen

Members Absent

Doug Gerlach
Jaime Herrera

Guests Present

Bob Gottsfield
Gary Klingaman

AGENDA ITEM	DISCUSSION
Call to Order	Kay O'Connor, Chair, called the Regular Monthly Meeting of the City of Mesa Library Advisory Board to order at 6:43 p.m. on November 16, 2004.
Approval of Minutes	Mike Yates moved and Liz Purtell seconded that the minutes of the October 19, 2004 regular monthly meeting be approved as presented. Motion passed, all voting yes.
Public Comments	There were no public comments.
Board Planning Session	Ms. O'Connor asked the Board if they would still like to have a Board Planning Session in the future. Trisha Sorensen recommended that the Board wait until March to have the session since the budget will be nearer its final rollup by then. She stated that she would like to use the Board to help establish a strategic plan but that the budget amount will affect that planning. She also said that a Board replacement for Charlie Hendrix should be in place by then. Mr. Yates asked what the planning session's purpose would be. Discussion followed regarding the purpose of the Board Planning Session. Ms. Sorensen reported that it will be a working session in which the Board will establish the working relationship between the board and Library management and not a regular meeting. Ms. O'Connor again asked if the Board would like to have the planning session and when. The decision was made that the planning session would be held at the January meeting. A vote was taken with the decision being unanimous.

AGENDA ITEM**DISCUSSION****Director's Report**

Ms. Sorensen presented the highlights of her report that the Board had received earlier. She stated that the library had had fifteen requests to remove the filters from computer sites so far this month with only two being genuine filtering issues. She reported that there had been no huge impact seen from the decision to filter the public computers. Administration had prepared forms for comments from the public but had received none. Ms. Sorensen reported that cross training had begun. The first request for additional help was made today for shelving books as we had forty backlogged carts. She stated that regularly scheduled cross training will begin in 2005. Ms. Sorensen called the Board's attention to documents that had been placed in front of them outlining an upcoming reorganization and establishment of a Management Development Opportunity (MDO) program. The documents consisted of a new organizational chart, timeline for implementation of the MDO program, and the anticipated benefits of the MDO program. She stated that Molly Rice's retirement as one of the three Library Administrators will provide options for reorganization. Key changes to the organizational structure include: 1) taking the Library Administrator position and making it a Branch Manager for the Main Library, and 2) taking a soon to be vacant position and making it a Management Assistant I for the Main Branch Manager. Two key managers will be transferred to different positions in order to open up an MDO opportunity at Dobson Ranch. Brynn Burton, Branch Manager at Red Mountain Branch, will be moved to the new Main Library Branch Manager position. Kate Havris, Branch Manager at Dobson Ranch, will be moved to Red Mountain to give her experience in managing a larger library. The Management Assistant I position under the Main Branch Manager will be a second MDO position. In addition, two other MDO's will be created. The first will be a special assignment opportunity as a Branch Operations Manager at the Main Library. The second will be a special assignment opportunity as a Support Services Manager over Technical and Support Services. Selected candidates will rotate through the appropriate MDO assignments. The two remaining Library Administrator positions will be rotated every 2 years in order to give the two Administrators varied experience to prepare them for possible higher-level positions. Two all staff meetings were held on November 16 to communicate the new structure and personnel changes with staff. Overall, reactions to the plan were fairly positive although the changes did shock some of the staff members. Ms. Sorensen presented a budget update. She stated that there was some good news: the referendum to stop the utility increases was won. It is on appeal now but the first round was won. Proposition 400 passed which aided the City budget because of a verbal agreement between the City and the Department of Transportation that DOT would buy the existing transit facility on the east side of the city if this proposition passed. Selling the facility to ADOT will free up some Quality of Life (QoL) money and a portion of this QoL money may go to the library to replace QoL money that the library is set to lose in a year. She stated that the library should find out if these funds will be available in early December. The baseline budget should also become available on December 1st. The City's bond debt is going to rise tremendously in 2007-08. The Mesa 2025 Finance Committee is working on ways to enhance Mesa's revenue streams. With regards to library performance, Ms. Sorensen provided graphs showing key service level trends. In addition, Ms. Sorensen distributed a memo from Joe Holmwood outlining his expectations of Ms. Sorensen during her time as Library Director. The documents pertaining to the reorganization and MDO program, as well as Mr. Holmwood's memo outlining expectations for the new Library Director have been placed on the Library Intranet site making it accessible to all library staff. Ms. Sorensen has asked staff to provide input on how she can accomplish these expectations. Mr. Yates asked if fees charged for lost library cards and copies cover the library's expenses? Floran Becker stated that the \$1 fee charged for lost cards covers the cost of the lost card only; there is no fee for new cards. Copies seem to be breaking even since the charge was raised.

AGENDA ITEM	DISCUSSION
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New Filtering Policy	Ms. Sorensen covered this subject in her report above. Mr. Yates asked what the vote had been when the filtering policy was brought to the City Council. Ms. Sorensen reported that the vote for filtering had been unanimous. The Council had agreed with the Board's suggestion on filtering but not with the suggestion that we remove filters from certain computers when asked. Discussion followed concerning the cost to the library of having computer access. Ms. Sorensen stated that when a cost breakout is prepared it will be presented to the Board before it goes to the Council.
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YAAC Report	Alyssa Ratledge presented the Young Adult Advisory Council (YAAC) report. She reminded the Board that they had received the recent edition of Open Shelf with their most recent board packet. She reported that FRANK magazine will continue to be prepared by the Library's young adults and published. They will also continue to prepare Open Shelf and to review books.
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Friends Activity Update	Molly Rice presented the Friends Activity update. She reported that they had raised between \$400 and \$500 during the month of October from the sale of tickets from Macy's. Future planned fund raising activities are a Christmas story reading by Santa in mid-December with pictures for a fee. The Friends' Annual Meeting is scheduled for January 29 around 1:00 in the afternoon. She reported that they are hoping to bring in an author for this meeting. Ms. Rice encouraged all board members to join the Friends and to encourage their friends to do so also. She reported that they would like someone from the Board to serve on the Friends Board. The Board was informed that Floran Becker will be the Library's Friends' liaison when Ms. Rice retires.
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Announcements	There were no announcements.
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Adjournment	Liz Purtell moved and Jim Driskill seconded that the meeting be adjourned. The meeting was adjourned at 7:15 p.m. Mr. Yates congratulated Ms. Sorensen on her appointment as Library Director.
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The next meeting will be held January 18, 2005, 6:30 p.m. in the Main Library Board Room, 64 E. 1st Street

Trisha Sorensen, Acting Library Director

Jan Klingaman, Scribe