

City of Mesa Library Advisory Board Meeting

Date: January 15, 2008
Time: 6:30 p.m.
Location: City of Mesa Main Library
64 E. 1st Street

Members Present

Oonagh McQuarrie
Dilworth Brinton, Jr.
Kay Henry
Cheryl Laflen
Dorothy Shupe
Michael Yates

Staff Present

Heather Wolf
Barbara Bingham
Kate Havris
Brandon Williams
Kellie Gillespie
Dawn Kucerak

Members Absent

Liz Purtell
Doug Gerlach

Guests Present

Kari Kent

AGENDA ITEM	DISCUSSION
Call to Order	Library Director, Heather Wolf called the meeting of the City of Mesa Library Advisory Board to order at 6:35 p.m. on January 15, 2008.
Approval of Minutes	The September 18, 2007 minutes were approved. Board member Cheryl Laflen motioned and board member Kay Henry followed with a second motion to approve the minutes. Motion passed, all voting yes.
Public Comments	There were no public comments.
Welcome and Introduction of Deputy City Manager	Introduction of Kari Kent, Deputy City Manager, by Heather Wolf. Kari Kent thanked the Board for their invitation. She identified the areas she oversees: Development Services, Solid Waste, Neighborhood Services, Library, Arts and Cultural, and Mayor/Council support. Kari has been with the City of Mesa for 14 years. Since becoming a Deputy City Manager, she has been touring the departments she oversees and meeting staff. Kari complimented the library on the staffs' dedication and their ability to operate "lean and mean." She highlighted the Library's recent successes and upcoming programs, RFID for Dobson Ranch and Main, the Harry Potter event, the pilot project for wireless, and the 100-year celebration. Kari also mentioned she likes to cross promote programs between departments such as the Library promoting Arts & Cultural for the Jim Henson program at the AZ Museum for Youth, and partnering with the AZ Museum of Natural History for the 100 year celebration. Kari reiterated the financial challenge facing the City due to the projected \$12.5 million shortfall in the general fund due to revenue projections not being met. This will require a 5% reduction for those departments whose budget is funded by the general fund of which the Library is one of those departments. Kari concluded by thanking the Board for their participation on the Board and that she enjoyed being here this evening.
Director's Report	City Budget Update: There have been negative impacts to the City's budget due to a slowing of the economy and a reduction in sales tax revenue. Library Director, Heather Wolf, provided and reviewed with the Board handouts from

AGENDA ITEM**DISCUSSION**

Budget Director, Mr. Chuck Odom's, financial forecast presentation to the City Council on 12/20/2007. The current forecast necessitates that a \$12.5M reduction of ongoing expenses in the City's budget is required in FY 08/09 to maintain the General Fund balance at 10% through FY 10/11. General Fund departments, of which the Library is one, have been asked to reduce their ongoing expenses by 5%. For the Library this would be approximately \$500,000. A hiring freeze has been in effect since November 2007 and any vacancies are critically reviewed before filling them. The Library has begun discussions on how to meet the 5% reduction and approximately \$300,00 has been identified. Vacancy savings will be included as part of the 5% reduction. The Library will meet with the City Manager, Mr. Brady, on Friday, January 25, 2008, to discuss the FY08/09 budget, the Library's reductions and the impacts of those reductions to library service. Ms. Shupe inquired about having volunteers fill positions affected by the 5% reduction. Library Director, Heather Wolf responded that based on the position classifications that would not be possible.

100+ Celebration: Saturday, February 23, 2008. The event is free to the public. The Library has been an important part of Mesa for 100+ years! Handouts provided to the Board highlighted the goals of the celebration, the benefits to partners, a timeline reflecting more than a century of service, and a flyer promoting the 100-year celebration. The Library has received sponsorships from the Salt River Project, Mesa Community College Alumni Association, The Friends of the Library, and Bookman's that will fund the celebration in its entirety. The Library's budget will not be used to fund the celebration. Other City departments will also be a part of the celebration. Ms. Henry inquired as to which city in the valley had the first library. Mr. Brinton, Jr. responded most likely Tucson first and then Phoenix. Some discussion occurred about when the Mesa Library first opened, perhaps the early 1900's, although no official founding date had been located.

Fines & Fees: For FY 07/08, fee recommendations were presented to the Board. These recommendations enabled the Library to remain consistent with other Valley libraries for fines and fees. Both the Board and the City Council approved these fee recommendations. A current review of the Library's fines and fees in December 2007 show that no new or increased fee recommendations are necessary for FY 08/09. Ms. Shupe inquired as to the status of charging for obituary searches. Library Director, Heather Wolf, responded that the credit card machine to process the transactions is not yet in place.

Security update: Red Mountain (RM) has four cameras each of which are installed at outside locations: at the back door, bike area, and parking lot. There is no security officer at RM. The hiring freeze has impacted the Municipal Security's Office ability to staff RM. A domestic disturbance in the parking lot occurred today, January 15, 2007 at RM. The cameras are helping at RM. Efforts still continue to provide RM with a security officer at least for the after school hours.

A bomb threat occurred at the Main (MN). The building was searched but not evacuated. One day the person thought to be the suspect, a female, came into the library but nothing suspicious occurred. Her picture is up at the MN library. MN has security cameras although Dobson Ranch does not.

YAAC Report

Oonagh McQuarrie spoke about the "new and improved" edition of OPEN SHELF. Literary and photographic submissions are now also included in OPEN SHELF. In addition, submissions may be made by non-YAAC members, ages 12-17. OPEN SHELF now features book, movie, and music reviews and is published seasonally. OPEN SHELF is printed by the City of Mesa Printing and Graphics department and paid for by the Friends of the Library.

AGENDA ITEM**DISCUSSION**

The YAAC group went to see “The Golden Compass.”

A T-shirt committee has been formed and the logo/slogan for the T-shirts is “We Have More Epic.”

**Friends of the Library
Report**

No report available.

Wireless Presentation

Kate Havris introduced the Board to the wireless pilot project at Main. Wireless provides an additional opportunity for computer access by customers due to the limited space at each library location to add additional PC’s. Brandon Williams also demonstrated how wireless would work.

Wireless had first been made available to the staff for testing purposes and has since been available to the public as a “soft opening.” Patrons must have a wireless card on their laptop to connect to the Internet. The wireless connection is through an unsecured network meaning the network is open. Wireless may be accessed on the lawn areas and in the parking lots outside the library although its primary intended use is inside the library building. Wireless is only available the hours the library is open.

Patrons may access the Internet through the wireless connection using their library card and PIN number or for guests, an email address. Patrons will experience a faster Internet connection at 512K and guests at a slower speed of 256K. Once a patron or guest has signed onto wireless, the policy for Wireless Internet Access pops up with an additional link to the City of Mesa Library’s (COML) policy for “Use of the Internet.”

Kate Havris reviewed the policies for Wireless Internet Access and the COML policy for Internet use. Board members were provided copies of these policies. Mike Yates recommended that the first sentence of the first paragraph under Heading II, Policy, for the COML policy for “Use of the Internet” be amended from its current wording “...one hour per day per user” to “...one hour per day per user and unlimited wireless access.” Also, a clarification added to the third sentence of the fourth paragraph under Heading II, Policy, for the COML policy for “Use of the Internet” that Child Safety on the Information Highway is a brochure. Mike Yates motioned that the policy be amended as discussed. Oonagh McQuarrie seconded the motion. Motioned passed, all voting yes.

Future goals for wireless include offering a Q & A section to provide support for wireless users as technical assistance for wireless users will not be provided by library staff, additional access points at Main (one upstairs and one downstairs), and expanding wireless availability to both Dobson Ranch and Red Mountain libraries. Currently the wireless system will connect 250 users concurrently between all three-library locations and the system is expandable. Wireless pay for print is an option although not yet available at the COML.

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Dobson Ranch Library Presentation	<p>Barbara Bingham, Branch Coordinator I at Dobson Ranch Library (DR) spoke about the branch as a neighborhood library. She provided the Board with a handout that reviewed the history of the library building, when it opened, June 20, 1987, its size, 15,000 sq. ft., and staffing, both staff, 14, and current volunteers, 28. The handout also included highlights from 2007: new carpet installation in May 2007, the 20th anniversary celebration in June 2007, and RFID, etc. The 20th year anniversary DVD was shown. As part of the 100-year celebration, DR will do an open house and offer tours to City of Mesa employees.</p>
Identify Items for Future Agendas	<p>Vote in a vice-chair. Jaime Herrera has yet to submit his written resignation.</p> <p>Heather Wolf, Library Director requested that the Board update and return information sheets (addresses, email addresses, telephone, etc.). The Library would then update their records.</p> <p>Notebook for Kay Henry.</p>
Announcements	None.
Adjournment	<p>Dilworth Brinton, Jr. motioned and Cheryl Laflen followed with a second motion to adjourn the meeting. All present voting yes. The meeting was adjourned at 8:05 p.m.</p> <p>The next meeting will be held on March 18, 2008 at 6:30 p.m. in the Main Library Boardroom, 64 E. 1st Street.</p>

Heather Wolf, Library Director