

City of Mesa Library Advisory Board Meeting

Date: May 18, 2004
 Time: 6:30 p.m.
 Location: City of Mesa Main Library
 64 E. 1st Street

Members

Present

Jim Driskill
Chair
 Kay O'Connor
Chair-Elect
 Irv Fellner
 Charlie Hendrix
 Maria Mancinas
 Ben Vaterlaus

 Andrea Alonge
YAAC Representative

Members

Absent

Doug Gerlach
 Liz Purtell
 Jaime Herrera

Staff Present

Floran Becker
 Shari Brown
 Brynn Burton
 Rosa Hamilton
 Peggy Haney
 Kate Havris
 David Jenny
 Jan McGee
 Molly Rice
 Elissa Smith
 Trisha Sorensen
 Joe Holmwood,
 Community Services
 Director

Guests Present

Clyde Hostetter
 Gay Vaterlaus
 Bob Gottsfield

| AGENDA ITEM | DISCUSSION |
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| Call to Order | Jim Driskill, Chair, called the Regular Monthly Meeting of the City of Mesa Library Advisory Board to order at 6:40 p.m. on May 18, 2004. |
| Approval of Minutes | Kay O'Connor moved and Charlie Hendrix seconded that the minutes of the March 16, 2004 Regular Monthly Meeting be approved as presented. Motion passed, all voting yes. |
| Public Comments | Mr. Hostetter, a patron of the Red Mountain Branch, discussed his interest in the Friends of the Library group and their activities to obtain money for the library. He stated that he would like to help expand the Friends. He said he felt the City of Mesa Library gives better service than the Library of Congress. He stated that he will be writing a check for the Friends group and plans to help. |
| Library Director Recruitment | Joe Holmwood reported on the status of the Library Director recruitment process. He stated that the City had not received adequate applications to date and reported that we will be sending two representatives (Kate Havris, Library staff, and Gina Leyva, Human Resources Analyst) to the American Library Conference in the hope of obtaining more applications. Human Resources will then do a first screening of the applicants, make any necessary prescreening telephone calls, and then conduct a sophisticated interview process which would include a formal interview and a meet-and-greet with various library and city staff. He also stated that there would be background checks and reference checks done. A second |

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interview process will be conducted if necessary. He said they hope to have someone on board by the end of the year. The timeframe, of course, hinges on what kind of applicants we get at the conference. Ms. O'Connor asked if standardized personality tests were routinely given and Mr. Holmwood stated that they probably are for the Police Department but he is uncertain if they are randomly given to all applicants. Ben Vaterlaus asked how long Chandler has been looking for someone to fill their vacant Library Director position. Mr. Holmwood replied that Chandler is now on its second recruitment. They had found the first round to be disappointing. Several libraries are trying to fill open director positions. Mr. Holmwood stated that times are difficult because qualified people are not as willing to move and take risks as they were with the baby boomers. Irv Fellner asked if travel was to be paid for applicants. Mr. Holmwood reported that the City has handled this in several ways in the past from paying all travel expenses to reimbursing travel expenses for the candidate who is actually hired. He stated that with budgets as difficult as they are right now it hadn't yet been discussed. Trisha Sorensen reported that a timeline has been set up for the applications from the conference to be gone through during the third week of July. The Library Board Chair will be serving on the committee to interview the applicants who are invited to come.

Budget Update

Ms. Sorensen distributed the documents that were presented to the City Council concerning the city budget. She reported that the tentative budget will go before the Council on June 7 and the budget will be finalized on June 21. Trisha said that the documents summarize some of the things that were in the budget. The third document is a summary of Quality of Life tax and how it was used. Ms. Sorensen said that key for us is on the second page which includes funds to cover 22½ positions or 29 staff. We have to come up with a way to transition positions from Quality of Life funding to general funding within the next two years. We hope not to have to transition people but it may be necessary to leave 22 more positions vacant in order to cover the budget. Mr. Fellner asked if we have terminated people. Ms. Sorensen answered that no one has been terminated; the positions are vacant by attrition. She reported that sales tax has been a problem and the City hopes it will improve this year but that we can't rely on this. We won't be deciding exactly what will be in each line item until the budget has been approved. Staff cross training is being studied and planned to cover vacant positions. Staff are being moved around to meet the needs as they develop. Trisha stated that we must get the budget back to where we don't have to rely on vacancy savings. Mr. Driskill asked about the cuts in programming. Ms. Sorensen replied that a Programming team had met to discuss staff hours involved in the various programs and the direct costs for current programs. The Executive Management Team then decided to pull back to five popular programs in order to save staff hours. She reported that the library has been partnering with Mesa Public Schools for the Battle of the Books program and they had agreed to take over running the program. Charlie Hendrix was concerned that the Board had not been asked about programming cuts. Trisha stated that the process was covered to some degree at the last board meeting. Charlie asked if the public had been asked for input. She felt that the Board should be asked to represent the public with input in decisions. Ms. Hendrix then commended the library for the process they had used to decide on program cuts. Ms. O'Connor asked if volunteers could be used in programming. Trisha reported that in the coming year a strategic plan on programming will be developed and then brought back to the board. Maria Mancinas stated that she is asked questions about the programming cuts quite often by the public. She felt that the board members needed to be informed so they are better able to answer. Mr. Holmwood stated that a draft of a communications plan has been developed. Mr. Vaterlaus stated that he liked Ms. O'Connor's idea of using volunteer help (Board members or Friends) to run programs.

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| <p>Big Picture Issues</p> | <p>Ms. Sorensen presented a written update on the Organizational Effectiveness Plan. She stated that a Grants Team has been created to pursue grants. They will be bringing recommendations to the Management Team next week. The Library has made arrangements with the Engineering Department to allow us to make copies on their large copier for a smaller charge since our copier located in the Mesa Room is broken. Ms. Sorensen asked for input on Holiday closures and book sale and donation money use policy. She stated that two items we would like to help fund from some of the existing book sale money are carpet to replace the completely worn out carpet in the Dobson Ranch Branch along with money allocated to the Mesa Arts Center since they are moving to the new building. The other item is staff development since that fund was cut from the budget. She asked if the Board felt there were other things we should use the money for. She requested the Board send questions or comments to her at patricia.sorensen@cityofmesa.org . She reported that we currently have \$130,000 in book sale money. She said that there may be some left over after carpet is purchased.</p> <p>Ms. Sorensen reported that the Communications Team had presented a Communications Manual to staff at the all staff meeting held earlier that day. She distributed copies and asked the Board to look it over and send any comments to her. She stated that this will hopefully be the foundation for the culture we want to build with communication. Staff has until July 1 to send comments concerning the manual back to the Management Team. Ms. Mancinas stated that information is beautiful but communications should be included in the staff training plan. Trisha reported that the new personnel evaluation form will include communication.</p> <p>Ms. Sorensen reported that the Mayor had put together a team called the 2025 Finance Committee consisting of 18 private citizens to look at ways of generating more revenue for the city. A presentation on library facilities will be given to this committee on May 26. Trisha presented the document that will be handed to them during the tour on June 9. It conveys what we do and why we do it. Ms. Mancinas asked if program cuts are included in the document. Trisha stated that it did include those programs to make them aware of what has been offered in the past.</p> <p>Mr. Driskill thanked Ms. Sorensen for her report.</p> |
| <p>Board Planning Session</p> | <p>Mr. Driskill presented the question of whether the Board would like to have a planning session meeting during the summer to discuss how the Board is to function. Ms. Hendrix stated that she felt there was a lack of direction for the Board and she felt it would be good to discuss what the Board would like to have input on and what is expected of the Board. Ms. Hendrix apologized if she was a little out of line earlier and stated that the library works much harder than she had realized. Ms. Mucino stated that it sounds like a retreat and she felt that meeting in June would be best. Ms. Hendrix agreed with the month of June. Mr. Driskill asked if the third Tuesday in June (the 15th) in the Library Board Room at 6:30 p.m. would work for everyone. Ms. Sorensen volunteered to put an agenda together and asked that the members send her suggestions. Mr. Fellner asked that any existing rules and regulations for the library board be sent to Board members before the meeting so they might read through them before meeting. It was explained that the existing information can be found on the Internet. Ms. Mucino asked Ms. Sorensen to send copies with the agenda. Ms. Hendrix stated that she felt the Board needs to define a role where they are actively helpful. Mr. Vaterlaus moved and Mr. Fellner seconded that the Board meet on June 15th at 6:30 p.m. in the Library Board Room. The motion passed, all voting yes.</p> |
| <p>Nominating Committee</p> | <p>It was reported that Mr. Driskill is nearing the end of his term and Ms. O'Connor will become Board Chair, creating the need to elect a new Chair-Elect. Mr. Driskill asked for a motion to table the election until a later meeting when more</p> |

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| | <p>people might be willing to accept the position of vice-chair. He reported that at this time no one was willing. Ms. O'Connor moved and Mr. Fellner seconded that the election be tabled until the next meeting. Motion passed, all voting yes.</p> |
| <p>Chairman's Report</p> | <p>Mr. Driskill presented the chairman's report. He stated that he liked the new board packet format. He then asked Jenny Knatz to introduce herself. Jenny is a member of the Library's Young Adult Advisory council (YAAC). In the absence of Andrea Alonge, the YAAC representative to the Board, Jenny presented the YAAC report. She stated that the council was now being given more galley copies of books to be reviewed and were still participating in reviewing for the Voice of Youth Advocates (VOYA) magazine. She remarked that this had an advantage for the Youth Services Department because they were allowed to keep all books that they reviewed. She also reported that the Summer Reading Program for teens is coming and there were several YAAC members who were participating. YAAC elections are coming up at the end of the summer and YAAC will once again be electing a voting member for the Library Advisory Board.</p> |
| <p>Friends Activity Update</p> | <p>Ms. Molly Rice presented a Friends activity update. She reported that the Friends are looking at ways to advocate for us. They are becoming more active. Molly reported that they are still trying to pull together a membership list of their active members.</p> |
| <p>Announcements</p> | <p>Mr. Driskill asked if there were any announcements from the members. There were no announcements.</p> |
| <p>Adjournment</p> | <p>The meeting was adjourned at 8 p.m.</p> <p>The next meeting will be June 15, 2004, 6:30 p.m. in the Main Library Board Room, 64 E. 1st Street.</p> |

Trisha Sorensen, Acting Library Director

Jan McGee, Scribe