

NOTICE OF POSSIBLE QUORUM OF THE CITY COUNCIL:

PLEASE NOTE THAT THERE MAY BE A QUORUM PRESENT BUT THERE WILL BE NO VOTING
TAKING PLACE BY THE CITY COUNCIL.

**CITY OF BUCKEYE
LIBRARY BOARD MEETING**

March 24, 2014

Minutes (Unofficial)

**Buckeye Public Library
310 N. 6th Street
Buckeye, AZ 85326
6:00 p.m.**

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request (623) 349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment. [TTD (623) 386-4421]

Members of the Board will either attend in person or by telephone conference call or video presentation. Items listed may be considered by the Board in any order.

1. Call to Order/ Pledge of Allegiance/Roll Call.

Chairman Pringle called the meeting to order at 6:00 pm

Board Members Present: Chairman Pringle, Vice Chairman Silva, Board Member Phifer, Board Member Maloley, Board Member Lynch, Board Member Simmont,

Board Members Absent: Board Member Grosbach, Council Member Strauss

Staff Present: Library Manager Jana White, Library Supervisor Christine Larson, Administrative Assistant Janna Brunson, Librarian Denise Baker and Library Assistant Kristie McCarthy

2. Board to consider approval of the minutes of the February 24, 2014 Regular Board Meeting.

Motion made by Chairman Pringle and seconded by Vice Chairman Silva - Approved

3. Comments from the Public - Members of the audience may comment on any item of interest.

There were no public comments.

4. New Business:

4a – Consideration and possible approval of By-Laws

Board member Lynch suggested the word “*materials*” be inserted after *Library* and before *policies* in the first paragraph of Article 1: Duties of the board. Board Member Pfifer motioned to approve the change and approval of By-Laws, seconded by Board Member Simmont.

4b – Proposed change to Advisory Board meeting start time from 6:00 p.m. to 6:30 p.m.

Board member Lynch motioned to change the meeting start time from 6:00 p.m. to 6:30 p.m., seconded by Board Member Phifer.

4c – Using resources to promote the Library

Vice Chairman Silva encouraged Board members to promote the Library in brief articles in the local community newspapers and to also let public know we will have another Library soon. Board Member Maloley asked Library Manager Jana White if the main focus will be on the new Library or will focus be on both. Library Manager Jana White stated that we look at ourselves as a system, Library, Museum Library collection, Bookmobile, and Community Center Library so the focus is on all. Library

Manager Jana White asked the Board to take any opportunity possible to get the word out about our Library system. Board Member Maloley asked if the Library could send Culture Passes to Festival. Library Manager Jana White stated passes have been placed on the bookmobile and can be checked out from the bookmobile. Jana also stated we would send our monthly programming brochures to Board members and place them on the bookmobile so all are aware of the upcoming programs.

4d – Ways to improve the Library and attract more customers.

Vice Chairman Silva asked the Board to keep communicating with the community about the Library, possibly by starting a conversation with someone and telling them about what is going on at the Library. Vice Chairman offered to provide her financial knowledge in order to facilitate some type of tax preparation program at the Library. Library Manager Jana White stated she would check with the Community Center and find out how they run their free tax service. Chairman Pringle stated all Board Members have specific talents that could possibly be used for programming purposes at the Library.

5. Staff Report – Library Manger Jana White reported on three LSTA grants that have been applied for. The grants include Orange Boy in the amount of \$68000.00, a technology grant to improve the computer reservation system, print program and possibly purchase 17 new public computers in the amount of \$66413.05 and another to increase our current Read to Succeed program in the amount of \$21924.00. Vice Chairman Silva asked Jana if she planned on pursuing more grants, Jana stated she was. Library Manager Jana White stated she is fairly confident the Library could possibly receive all three grants as she has had a good reputation in the past of receiving and utilizing grant funds. Board Member Maloley asked who wrote the grants and if we paid someone to write them. Library Manager Jana White stated our Library employee Krista Cornish wrote the grants with some assistance from Christine Larson and Jana White. Vice Chairman Silva asked if grants were available every year, Jana White stated they were. Library Manager Jana White informed Board of the upcoming Sneak Peek of the new library which is scheduled for Saturday, April 26th from 10:00-noon. Sneak Peek will be a red carpet event of our new 17,000 sq ft building, included in the event will be stations that will have a 3D image of sections of the Library, red carpet to lead customers through stations, refreshments and a name your library contest. The public will also be able to sign their name on the concrete floor. Core Construction has a marketing team that is providing most of everything for the event. The first save the date cards will be handed out at the spring celebration on April 12th along with email blasts and information to the local schools. Jana White stated if the Board has any questions to please call. Jana also stated Chairman Pringle is the lead and to funnel questions through him. Jana White contacted the Buckeye Chamber of Commerce for information about the Buckeye Leadership Academy and stated the Chamber takes applications once a year for the Academy and the application will be available in November of this year, as information comes in we will funnel it to Board members. Librarian Denise Baker presented book publisher information to the Board along with sample letters of how to request book donations for your Library. It was noted Denise Baker also gave information about the Library's April programs and went over the program brochure which all Board members were given. Library Assistant Kristie McCarthy presented a demonstration of the many databases the Library website has to offer with a Library card.

6. Board Comments – *Board may present a brief summary of board items. The board may not propose, discuss, deliberate, or take legal action on information presented. Board may direct inquiries to staff.*

Board Chair Pringle:

Updating member roster-Roster was passed around, members updated contact information if needed. Board update on Windows XP-Board Chairman Pringle stated he informed the Library Windows XP would no longer be supported after April 2014 and encouraged Board Members if they knew something that would help benefit the Library to pass that information on to the Library staff.

Board Vice-Chair Silva:

Dr. Seuss celebration-Vice Chairman Silva stated she and her spouse had a great time at the event and lots of families came to the event.

Board member social-Vice Chairman Silva offered to host a Board Member social at her house so Members can get to know one another.

Board member Grosbach:

Board member Lynch:

Board member Maloley:

Board member Phifer:

Board member Simmont:

7. Next Meeting Suggested Agenda Items –Chairman Pringle requested the verbiage *may not propose* under board comments be removed from next agenda.

8. Adjournment

Board Member Maloley motioned to adjourn the meeting, Board Member Phifer seconded the motion. Meeting was adjourned at 8:00 pm