

**CITY OF BUCKEYE**  
**LIBRARY ADVISORY BOARD MEETING**

**June 23, 2014**

**Minutes (Unofficial)**

**Buckeye Public Library**  
**310 N. 6<sup>th</sup> Street**  
**Buckeye, AZ 85326**  
**6:30 p.m.**

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

Chairman Pringle called the meeting to order at 6:30 pm.

Members Present-Chairman John Pringle, Board Members John Lynch, Henry Simmont, Chuck Maloley and Board Alternate Carol Hodgdon

Member Absent-Vice Chair Clara Silva and Board Members Jim Grosbach, Pat Pfifer

Staff Present-Community Services Director Cheryl Sedig, Library Manager Jana White, Library Supervisor Chris Larson and Administrative Assistant Janna Brunson

**2. Board to consider approval of the minutes of the April 28th, 2014 Regular Board Meeting.**

A motion was made by Board Member John Lynch and seconded by Board Member Henry Simmont to approve the minutes for the April 28, 2014 meeting. Motion carried unanimously.

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

No public attendance.

**4. New Business:**

**4a – Food for Fines Program**

Chairman John Pringle requested all Board members in attendance to review their Food for Fines flyer that provides a summary of the program. Board Member Maloley suggested the program have a time limit. Library Manager Jana White stated Administrative Assistant Janna Brunson researched other libraries that have implemented the Food for Fines program and stated the program is fairly common among libraries. Jana White stated one of the main reasons of implementing the program is to try and get items back to the library and to support the local food bank. A motion to approve the program was made by Board Member Maloley and seconded by Board Member Simmont. Motion carried unanimously.

**4b – Library Policy Manual review**

Chairman John Pringle stated one of the expectations of the Board is to review policies. Chairman Pringle requested electronic copies of the policies for review. Board Member Maloley asked Library Manager Jana White if Board Members were to go through policies and suggest additions or deletions. Library Manager Jana White referred Board Members to a library policy comparison spreadsheet that was compiled by Administrative Assistant Janna Brunson. Library Manger Jana White asked Board members to review the spreadsheet and give recommendations on policies that may need to be updated or added. Jana White stated the current Buckeye Public Library policy was last revised in 2008 and will need revisions/updates. Jana White suggested Chairman Pringle form a sub-committee that would review policies and determine what is best practice according to other current library policies. Jana White stated the policy reviews should be done within the next 2-3 months. Community Services Director Cheryl Sedig stated the fees schedule in currently in place and Council approved, any fee changes will require time and Council approval. Cheryl Sedig also stated the City currently has a Social Media policy in place as well as a Meeting Room policy. Board Member Maloley asked if the current Buckeye Public Library policy manual has been council approved. Library Manager Jana White confirmed the policies were approved by Council in 2008. Jana White stated as best practice policies should be reviewed at least every two years. Chairman Pringle asked if any Board Members were interested in reviewing policies. Board Member Maloley and Alternate Board Member Hodgdon

volunteered to be on a policy review sub-committee. Chairman Pringle stated Vice Chair Silva would be a good addition to the sub-committee.

## 5. Staff Report

Library Manager Jana White reported on the following:

- Library cards have been purged. Arizona State Library requirements state cards should be purged every three years or the customer count is not accurate for the State Library annual report. Jana White stated any patron with an expired status as of June 30<sup>th</sup>, 2011 has been purged from the system, with that being said, 13,253 cards have been purged from the system. Jana White stated the current accurate count of library card holders is 17,557.
- On June 12<sup>th</sup>, 2014 there was a library construction kick-off meeting. You will see a construction sign for the new library go up at Yuma and Dean soon. Hardcopies of the sign were handed out to Board members. Jana White stated there has been a 52% increase on the library Facebook page which is due to the advertising during the Sneak Peek event. Jana White stated there is a tentative soft opening date for the library of Saturday, February 28<sup>th</sup> 2015.
- Jana White stated she will be attending the American Library Association conference in Las Vegas, costs will be reimbursed to the City from the Arizona State Library. Jana White also stated Library Assistant Patricia Cross was awarded a scholarship from the Arizona State Library to attend an outreach conference in San Diego during the month of October.
- Carpet, tile and cove base have been installed in the museum and painting of the interior will take place in the next three weeks. Museum re-grand opening will take place on September 25<sup>th</sup>.
- Jana White informed all Board Members that Library Supervisor Chris Larson recently graduated from the Arizona State Library Institute. Library Institute is a three year program which provides intense library training in a multitude of topics.
- Summer Reading program is going great with a large participation. The library also has programs for adults. Banjo Jack will be performing on June 30<sup>th</sup> at 6:00 here at the library.

## 6. Board Comments

- Board Chair Pringle:
  - Introduction of Carol Hodgdon Library Advisory Board member alternate.-All members welcomed Library Advisory Board Alternate Carol Hodgdon.
  - Potential use of voting by email between meetings. Review open meeting laws in regards to subject.-No voting between meetings via email will be done.
  - Notice of Library Advisory Board Member Jim Grosbach was given.
  - Use of social media for Advisory Board members-LinkedIn, Facebook, etc.-Chairman Pringle asked members if anyone used Facebook, LinkedIn etc. and suggested Board members create a profile.
  - Friends of the Library update.-Really doing a lot of great work and the book sales have gone up. Salad luncheon went well. A parking lot book sale will be held during the grand opening of the new library.
  - Library Advisory Board direction for summer of 2014.-No discussion
  - Promotion of "*Banjo Jack's*" June 30<sup>th</sup> performance.-Chairman Pringle asked members to attend Banjo Jack's performance.
- Board Vice-Chair Silva:
  - Library Advisory Board Social.
    - Vice-Chair Silva was not in attendance to report on the Board Social.
- Board member Grosbach:
- Board member Lynch:
- Board member Maloley:
  - Board Member Maloley asked if the signed concrete in the new library was sealed. Jana White stated photos of the signatures were taken and will be hung in the new library.

- Board member Phifer:
- Board member Simmont:

#### **7. Next Meeting Suggested Agenda Items**

None

#### **8. Adjournment**

A motion was made to adjourn the meeting at 7:40 pm by Board Member John Lynch and seconded by Board Member Chuck Maloley. Motion carried unanimously.