

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

**August 25, 2014**

**Minutes (Unofficial)**

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

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*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.*

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

Chairman Pringle called the meeting to order at 6:32 pm

Board Members Present: Chairman Pringle, Vice Chairman Silva, Board Member Hodgdon, Board Member Lynch, Board Member Maloley, Board Member Simmont, Alternate Board Member Davis, Alternate Board Member Kwasiborski and Council Liaison Strauss

Board Members Absent: Board Member Phifer (absence due to recent resignation)

Staff Present: Community Service Director Cheryl Sedig, Library Manager Janna White, Library Supervisor Chris Larson, Administrative Assistant Janna Brunson

Members of the Public Present: Friends of the Library Vice-President Mary Pringle, Community Service Board Member Steve Rugh and Kristen Beeter

**2. Board to consider approval of the minutes of the June 23rd, 2014 Regular Board Meeting.**

Motion made by Board Member Maloley to approve with a change to page 2 section 6 bullet point 3 should state "Notice of resignation from long time Library Advisory Board Member Jim Grosbach was given". Motion seconded by Vice Chair Silva-Approved.

**2a. Introductions and notice of resignation.**

Library Advisory Chairman Pringle introduced new Board Member Carol Hodgdon, Alternate Board Members Linda Davis and Lynnette Kwasiborski and advised on recent resignation of Board Member Pat Phifer.

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

*Board Action: Open Meeting Law does not permit discussion of items not specifically on the agenda.*

**4. New Business:**

**4a – Library Minutes**

*Board Action: None*

- *Announce Change to Posting of Minutes*

Chairman Pringle stated that the open meeting laws require minutes to be posted within three working days of the Library Advisory meeting. Minutes are to be posted as unofficial.

**4b – Library Policy Manual updates**

*Board Action: Discussion and Possible Approval of Various Means of Moving Forward.*

- *Evening's Objectives - Chairperson Pringle*  
Chairman Pringle stated the library policy manual needs to be updated manual for new hires and there is quite a process to passing updates to the policy. Chairman Pringle would like to have an updated library policy manual by the October meeting for library staff to review. Library Manager Jana White stated she did not necessarily need the library policy manual for the new hires, staff will reference what is in place at the time new staff comes on board.
- *Discuss high level review of two chapters not expected to change - Members Silva and Maloley.*  
Board member Maloley stated his assigned chapters did not require much change and areas of legality, such as proper internet usage, should be reviewed by an attorney. Chairman Pringle then stated the library policy manual is in really good shape so the Board has a great base to work from.
- *Discuss detail review of part of one chapter - Member Lynch*  
Board member Lynch reviewed updates to his assigned section, copies of updates were passed out to each member.
- *Discussion of new chapter - Member Hodgdon*  
Member Hodgdon stated most of document was correct and overall policy manual was better written than most cities.
- *Discussion of chapter that may or may not need extensive revision - Alternate Kwasiborski, Chairperson Pringle*
- *Set direction for next work –*  
Discussion by Chairman Pringle and Library Manager Jana White regarding library staff reviewing library policy manual and update what areas need to be revised and/or added then return the document to the Library Advisory Board for completion using track changes by next Library Advisory Board meeting.

**5. Staff Report** - *Staff may present a brief summary of activities, however, there can be no discussion, deliberation or action taken on any information presented.*

Library Manager Jana White reported on the following:

- 2014 Summer Reading report, each Member has a copy of report for review. Staff kept track of dollar amount spent. Friends of the Library donated \$2072.59 for Summer Reading programming. Staff is looking at partnering with City departments for in-house programming.
- Thank you to all that were able to attend the new library tour last Wednesday along with library staff.
- Buckeye Valley Museum is in the process of a renovation with the help of local community members. Facades are being built and new display's created. Board members are invited to attend the re-grand opening on Saturday, September 27<sup>th</sup> from 11-4 pm. Board members will also receive an invitation to the Friday, September 26<sup>th</sup> Main Street Mixer from 6-8 pm. During the mixer, a community project plan will be revised to update the front of Museum.
- Library Culture Passes have two new venues. Through September 14<sup>th</sup> the Great American Puppet Theater is offering two passes to the Three Little Pigs. The Arizona Space Center in Peoria is also offering passes through the Culture Pass program.
- We would like to recognize Board Member Carol Hodgdon for her hard work and dedication to the library and museum. We could not do what we do without our volunteers including all of you.
- Copies of the graphics for the new library chandeliers and book in children's area are available to view. The new library project is 100% on track at this point.
- Opening Day Collection has been approved along with Ongoing Collection for both libraries through book vendor Baker and Taylor. All of the opening day collection will be drop shipped to the new library.

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

- Board Chair Pringle:

- End of Summer Festivities
  - Chairman Pringle stated the festivities went very well and was very thankful for all members, Mayor and Council that went to the event.
  - Board members who have served should be acknowledged in some way along with honoring Alice Charman. This can be discussed at the next meeting.
  
- Board Vice-Chair Silva:
  
- Board member Hodgden:
  
- Board member Lynch:
  
- Board member Maloley:
  
- Board member Simmont:
  
- Alternate Board member Davis:
  
- Alternate Board member Kwasiborski:

**7. Next Meeting Suggested Agenda Items** - *The committee chair and committee members may present a brief summary of items they would like the Library Board to bring forward at future meetings.*

Decide what type of acknowledgement should be given to former Board member.

## **8. Adjournment**

*Board Action: Motion to Adjourn*

Motion to adjourn made by Board Member Simmont, seconded by Board Member Maloley. Meeting adjourned at 8:20 pm