

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

**September 28, 2015**

**Minutes**

**Buckeye Public Library Branch**  
**21699 W. Yuma Rd. Suite 116**  
**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 6:34pm

Board Members Present: Chairman John Pringle, Board Members Carol Hodgdon, John Lynch, Charles Maloley, Alternate Board Members Lynnette KwasiBorski and Kristen Beeter.

Board Members Absent: Vice Chair Clara Silva, Linda Davis, Henry Simmont

Absent: Councilman Strauss

City Staff Present: Library Manager, Jana White; Library/Museum Supervisor, Christine Larson

Public Present: Steve Rugh

**2. Board to consider approval of the minutes from the May 18, 2015 Regular Board Meeting**

A motion was made by Board Member Hodgdon and seconded by Board Member Lynch to approve the proposed minutes as corrected.  
Motion carried unanimously.

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

There were no comments

**4. Old Business:**

**4a – Buckeye Library Advisory Board By-Laws Update**

Library Manager, Jana White informed the board that the approval of the Board By-Laws will need to be tabled until the City Clerk's office completes their Boards & Commissions Policy updates.

**4b – Library Policy Manual Update**

Proposed timeline for completion:

October – Final staff review, which includes clerk's office and Community Services Director.

November – legal review

December or January – Final board review and approval to take to Council.

The library will follow the Community Services Department policies to review policies annually and address minor changes through amendments. Complete updates will be addressed every 5 years.

#### **4c – FY 15/16 Library Division Budget**

Library Manager, Jana White presented to the board the adopted FY 15/16 library budget which includes the Coyote and Downtown libraries, the museum and the bookmobile.

### **5. New Business:**

#### **5a – Electronic Resource Policy**

The Board received a sample proposed draft for first review. This was compiled through the efforts of Jesse Simms, the Library Technology Specialist and Jana White, Library Manager after looking at other libraries policies. The Board was asked to review the policy and send suggestions or comments to Chairman John Pringle prior to the next meeting.

#### **5b – Monthly Library Division Reports**

Jana White, Library Manager reviewed the monthly reports and highlights of the summer with the Advisory Board, sharing with them the things that have happened since their last meeting in May.

#### **5c – FY 14/15 Community Services Department Goals – Library Division**

The Board reviewed the goals from last fiscal year and how the Library met these goals.

#### **5d – FY 15/16 Community Services Department Goals – Library Division**

The Board was given the current fiscal year Community Services goals and reviewed the Libraries current goals.

#### **5e – 2015 Summer Reading Report**

The Board was given a copy of the Community Services Department Program Report for the 2015 Summer Reading program at which time highlights from the program were shared.

#### **5f – EON/YEON Report**

Library Manager, Jana White presented the Board with the Entrepreneurship Outreach Network & Youth Entrepreneurship Outreach Network Summary Report. A final report will be presented to the board after the completion of the second session. Chairman John Pringle shared with the board his insight into the success of the EON and YEON programs calling it another success story for the Buckeye Public Library.

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

Presented by Library Manager, Jana White

- Staff changes, Janna Brunson to Downtown and Victoria Silva to Coyote
- State Grants in Aide intent to apply letter submitted for approximately \$20,000 grant that would address ADA issues as well as other improvements at the Downtown Library. The City of Buckeye would be required to put in matching funds.
- Employee Days at the Museum held September 23<sup>rd</sup> & 24<sup>th</sup> which allowed City Employees an opportunity to attend the Museum.

### **7. 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:  
After exploring the possibility of a 3D printer for the Library it doesn't look like it would be a good fit at this time due to a multitude of reasons.  
Encourage Board Members to get suggested agenda items to Chairman Pringle so they can be added to the agenda allowing for more discussion.
- Board Vice-Chair Silva:
- Board Member Hodgdon:
- Board Member Lynch:
- Board Member Maloley:  
Would like to see on the next agenda how we can get services to the other side of the mountain...Festival Ranch.

- Board Member Simmont:
- Board Member Davis:
- Alternate Board Member Kwasiborski:
- Alternate Board Member Beeter

**8. 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.*

**9. Adjournment**

Motion to adjourn was made by Board Member Lynch and second made by Board Member Hodgdon.  
Motion approved.

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John Pringle – Chairman

ATTEST:

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Jana White – Library Manager

I hereby certify that the foregoing minutes are a true and correct copy of the Library Advisory Board meeting held on September 28, 2015. I further certify that the meeting was duly called and that a quorum was present.