



CITY OF BUCKEYE
LIBRARY ADVISORY BOARD MEETING
January 28, 2019
Minutes

Buckeye Public Library – Coyote Branch
21699 W. Yuma Rd, Ste 116
Buckeye, AZ 85326
6:30 p.m.

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

Chairman John Pringle called the meeting to order at 6:30 p.m.

Board Members Present: Chairman John Pringle, Vice Chair John Lynch, Board Members Linda Davis, Thomas Osborne, Carol Hodgdon, Charles Maloley, Kathleen Rossetti and Alternate Board Members Calvin Perkins and Holly Roehl

City Staff Present: Library Manager, Jana White; Library/Museum Supervisor, Christine Larson; Council Liaison, Craig Heustis; Construction and Procurement Manager, Chris Williams and Management Assistant Rebecca Martinez

2. Board to consider approval of the minutes from the November 26, 2018 Library Advisory Board Meeting.

Motion made by Vice Chair Lynch and seconded by Board Member Hodgdon to approve the proposed minutes. Motion carried unanimously.

3. Comments from the Public - None

4. New Business:

4a – Welcome Holly Roehl as Alternate Library Advisory Board Member

Chairman John Pringle took the time to welcome Holly Roehl to the Library Advisory Board. Holly is a member of the Friends of the Buckeye Public Library and spends a lot of time with the library. She will bring a lot to the Board.

4b – Election of Officers

John Pringle was nominated by Board Member Linda Davis and seconded by Board Member Tom Osborne to serve as Library Advisory Board Chair for 2019. Motion Carried Unanimously.

John Lynch was nominated by Board Member John Pringle and seconded by Board Member Carol Hodgdon to serve as Library Advisory Board Vice-Chair for 2019. Motion Carried Unanimously.

4c – Presentation: City of Buckeye CIP (Capital Improvement Plan) and IIP (Infrastructure Improvement Plan)

The City of Buckeye Construction & Contracting, Division Manager, Chris Williams and Management Assistant, Rebecca Martinez presented a general overview to the Board on the following topics and their relationship to the City of Buckeye CIP.

- Brief overview of the Construction & Contracting Division's operations and fiduciary responsibility to save the City money.
- Shared with the Board the current 44 CIP projects which total a little over 80 million.
- Difference between CIP – Capital Improvement Plan and the IIP – Infrastructure Improvement Plan

- Resources and information available regarding CIP on the City website at www.buckeyeaz.gov
- Informed the Board of the upcoming City Council Workshop February 5th which will be a mid-year review of the CIP.

4d – Bookmobile – Update on Repairs

Library Manager, Jana White presented to the Board an update on the Bookmobile repairs and timeline for return to service.

It is our mission to provide great library service to our community throughout the City of Buckeye and the bookmobile is one of the ways we do so, especially considering that the City is 650+ square miles in size.

10/17/18 – Taken out of service due to rear suspension repairs. Fleet has been working with a manufacturer to get the parts specially made due to the age of the vehicle and the fact that the bookmobile is a custom vehicle and these parts are not standard off the shelf parts.

11/14/18 – First set of parts were lost by UPS. UPS started an investigation but did not find the parts. UPS has tracking as far as Goodyear. Fleet then contacted the manufacturer and had them reorder the parts once they had confirmation from UPS that they were declared officially lost.

Understanding the Bookmobile: When the bookmobile was ordered in 2007, against Public Works recommendations, it was ordered as a custom build. It is so custom built that it is one of only 200 that were manufactured. It is also so custom built that it is a Ford F550 chassis, that was modified such that they took this standard chassis and made it into a front wheel drive platform, then built a bookmobile around it, so the only thing that is Ford is the cab and engine (which are in great shape since the engine only has about 35,000 miles.) All the rest is custom, nothing standard off the shelf.

According to our replacement schedule, the bookmobile is programmed for initial review for replacement in 2019, and that is because of the custom parts that are required and are tending to reach the end of their useful life. Please be assured that we are doing everything that we can and want desperately to get this vehicle back into operation.

1/24/19 – The Bushings are in and the work has begun. The air bags are set to arrive 1/29/19 and the ETA for the bookmobile to be ready for service is Friday, 2/1/19.

As far as library service to our community members that have been utilizing the bookmobile as their source for library materials, library staff has been providing customized library services through filling special requests/holds and delivering the materials to them. Staff has been diligent with keeping customers and locations (community centers, offices, etc.) informed on the status of the repairs and making sure they are aware of the services the library is providing. Over 1600 items have been checked out through this customized library service (Library van going out for delivery of materials), this does not include customers who have come to the libraries to utilize materials. This is about 50% of what would normally be checked out from mid-October through mid-January.

4e – Friends of the Library Downtown Library Project Update

Library Manager, Jana White presented the Board the following information.

On December 12, 2018 the Friends of the Buckeye Public Library approved a quote from Demco Interiors in the amount of \$41,895.17. The items purchased will upgrade the shelving and seating in the children's room and provide additional tables with seating and power supply to the adult room. Once the items have been received and installed, the Friends will be hosting an Open House to celebrate the newly designed space, late March or early April.

5. **Comments from Community Services Director**

No Comments

6. **Comments from the Chair and Library Advisory Board Members, and Council Liaison**

- **Board Chair Pringle:** Success of the Friends of the Buckeye Public Library BBQ Dinner and the Buckeye Valley Historical Society's Chuck Wagon Cookout. John would like staff to look into doing workshops.
- **Board Vice-Chair Lynch:** No Comments
- **Board Member Hodgdon:** No Comments
- **Board Member Maloley:** Wonder how we get things done in government.
- **Board Member Davis:** Enjoyed the Buckeye Days events and what we did.
- **Board Member Osborne:** No Comment
- **Board Member Kathleen Rossetti:** No Comment
- **Alternate Board Member Calvin Perkins:** Would like to see open meeting law and common sense on next agenda.
- **Alternate Board Member Holly Roehl –** No Comment
- **Councilman Heustis:** No Comment

8. **Adjournment**

Motion to adjourn was made by Vice Chair Lynch and seconded by Board Member Davis. Motion carried unanimously.

John Pringle - Chairman

ATTEST:

Jana White – Library Manager

I hereby certify that the foregoing minutes are a true and correct copy of the Library Advisory Board Meeting held January 28, 2019. I further certify that the meeting was duly called and that a quorum was present.