

**GLENDALE PUBLIC LIBRARY
LIBRARY ADVISORY BOARD MEETING
MINUTES**

Thursday, February 17, 2011

7:00 P.M.

Main Library

5959 W. Brown St.

Glendale, AZ 85302

Members Present:

Mr. Kenneth Wixon
Mr. Pascal Tjahjo
Ms. Sandra Burr
Ms. Cherie Hudson
Ms. Marlowe Myers
Ms. Char Sharp, Vice Chair
Ms. Allison Tedford

Others Present:

Ms. Sue Komernicky, Library & Arts Director
Ms. Cynthia Burmeister, Secretary, Main
Ms. Michelle Schrade, Library Assistant III, Main
Ms. Cheryl Kennedy, Library Manager, Main
Ms. Valerie Rupp, Library Assistant III, Main
Ms. Casey VanHaren, Operations Supervisor, Main
Ms. Peggy Campbell, Library Assistant III, Foothills
Ms. Emily Linkey, Librarian II, Foothills

Excused Absence: Ms. Camille Donley, Chair
Ms. Katy Bickerstaff

CALL TO ORDER

Ms. Sharp, Vice Chairperson, called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Ms. Sharp requested a motion to approve the minutes from the meeting held on January 20, 2011. A motion to approve was made by Ms. Tedford. The motion, seconded by Ms. Burr, passed unanimously.

INNOVATIVE LIBRARY PORGRAMS AND PROJECTS

Library staff provided a presentation on the LEAN process as well as other innovative programs that have been instituted at the Glendale Libraries. Ms. VanHaren discussed the changes made within the Circulation department to the check-in process. Ms. Kennedy discussed the changes made in the cataloging department including processing, outsourcing, alerts, customized catalog profiles and interlibrary loans.

VOLUNTEERS

Volunteers are a critical to the library, providing 18,192 hours of service last year alone. Volunteers work in every area of all three library facilities. Without the assistance of volunteers, the library would not be able to process and mend materials for patron checkout as quickly and efficiently. The Foothills drive-up window is staffed almost entirely by volunteers. Teens work with program preparation and participate in programs such as Book Buddies, which pairs volunteer teens with children in grades K-3 for a reading experience. Ms. Schrade provided a history of the volunteer program including the STAR Volunteer program created in 1994. Ms. Schrade discussed the recruitment, section process, types of volunteers and recognition processes along with the Volgistics database used to track volunteer data. Ms. Rupp discussed the circulation and adult reference volunteers, including specialized and traditional volunteer job duties. Ms. Rupp also discussed the volunteer computer tutors used in the adult reference department. Ms. Linkey talked about the teen volunteers and their contributions in the youth department. While some volunteer for pure personal enjoyment, others volunteer for high school credit, skill building or to meet scholarship requirements. Most of the teen volunteers work out of the Foothills Library. Ms. Linkey also discussed the popular Book Buddies program. The teen literacy council gives a perspective on books and also input on websites and book reviews. Ms. Campbell discussed the adult volunteers at the Foothills Library. There are currently 24

volunteers working approximately 3 hours per day. These volunteers work the drive-up window, booksale and perform other circulation duties.

LIBRARY DIRECTOR UPDATE

- Ms. Komernicky stated that Ms. Myers suggestion of using signs to promote the need for library volunteers has had positive results.
- The updated Library Advisory Board roster was distributed to members.
- Ms. Komernicky mentioned two amendments, one, Amendment # 35 submitted by US Rep Scott Garret, has been defeated in the US House of Representatives which would have eliminated all Institute of Museum and Library Services funding including Library Services and Technology Act (LSTA) funding for libraries throughout the United States. This particular amendment, had it passed would have had an adverse effect on libraries. The other amendment had to do with the Foreign Intelligence Surveillance Act.
- Ms. Komernicky talked about Match.Book, the new website tool, created by staff, is used to help patrons find genre specific authors/titles by answering a few questions. Patrons can now find their perfect read! The link is located in the upper right corner of the library webpage.
- Patrons will be able to obtain copies of tax forms from our webpage, along with direction on how to get forms not provided on our site. Ms. Jacobsen created pdf formats of the top requested forms for patrons to easily access.
- Ms. Holstein, Library Manger of the Velma Teague branch, has been invited to the Book Expo of America in New York City this May. Ms. Holstein will be a panelist for the “Great Read Alike”.
- Mr. Schrade, one of the Main Library volunteers, teaches free classes and workshops along with his volunteer hours here at the Main library.
- The telephone tree is going away and calls will be taken by each department as it used to be. It was something the library tried but did not work out for our citizens.
- The next Library Advisory Board meeting will include discussion of library strengths, weaknesses, opportunities, and threats (S.W.O.T.) from the Library Advisory Board’s perspective.
- Ms. Komernicky announced that Ms. Bickerstaff will be leaving her position on the Library Advisory Board.

LIBRARY ADVISORY BOARD COMMENTS AND SUGGESTIONS

- Ms. Hudson asked why more volunteers aren’t used. Ms. Komernicky stated that we are always looking for volunteers but that training and staff time/supervision are factors and on the average library volunteers work an average of 3 hours per week. Ms. Komernicky stated that the volunteers are very valuable and continue to help with library operations.
- Ms. Burr stated her admiration of the Glendale librarians and the work that they do.
- Mr. Tjahjo expressed his appreciation for the circulation attendant that helped him locate a book missing from the bookshelf. The employee found the book back in the processing area of the circulation department.
- Mr. Wixon asked about the impact of E-Books on publishers. Ms. Komernicky stated that the 5 best sellers are actually E-Books. Ms. Komernicky stated that a recent survey of our patrons found 74% of patrons don’t have Smart Phones and only a small percentage have e-Book Readers. Those results were of those patrons who filled out the survey online and we are awaiting the results of the patrons within the library once everything is compiled Ms. Komernicky will update the Board.

ADJOURNMENT

Ms. Sharp requested a motion to adjourn the meeting. Ms. Tedford moved that the meeting be adjourned. The motion, seconded by Ms. Hudson, passed unanimously. The meeting was adjourned by Ms. Sharp at 8:32 p.m.

Respectfully Submitted,

Cynthia Burmeister