



Minutes LIBRARY ADVISORY BOARD May 3, 2010

Minutes of the Library Advisory Board (LAB) recorded at 6:30 p.m. on May 3, 2010, in the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.

(MEMBERS) Present:

Kirk Deem, Chair
Cyndi Newburn, Vice Chair
Patricia (Trish) DeGraaf
Ira King, Jr.
Dawn Thacker
Johnny Tse
Kurtis Zinger

(MEMBERS) Absent:

Kathy Hayden
Paul Hubbell

City Staff Present:

Rachael Peterson, Administrative Assistant - Library & Cultural Services Division
Adrienne Richwine, Deputy Community Services Director - Library & Cultural Services Division
Clay Workman, Library Operations Manager - Tempe Public Library

Guest(s) Present:

None

Agenda Item 1 - Call to Order

- Kirk Deem, Library Advisory Board Chair, called the meeting to order at 6:32 p.m.

Agenda Item 2 - Approval of the April 5, 2010, Board Minutes

- **MOTION:** Ira King, Jr. moved to approve the April 5, 2010, Library Advisory Board minutes document.
SECOND: Trish DeGraaf seconded.
DECISION: April 5, 2010, minutes document approved.

Agenda Item 3 - Library Report

- Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, encouraged the Library Advisory Board (LAB) members to

view the Tempe 2010-11 General Fund Budget Balancing Effort insert included in their regular board member meeting packet. Richwine reported that the operating hours of the Tempe Public Library will be reduced to 56 as part of the City of Tempe's budget balancing effort. Richwine further reported that the Tempe Public Library staff compiled statistics related to the general operation of the Library; Richwine explained that the Library staff members proposed a set schedule of hours to Tempe's City Hall for review that will best meet the needs of the Library's patrons. Richwine added that the proposed set of hours was developed by staff based-upon trends outlined by the Library's published statistical reports.

- A. Richwine announced that City staff members will take unpaid furlough leave as part of the City's General Operating Budget Balancing Effort.
- A. Richwine encouraged the LAB members to view the cover of the summer, 2010, Tempe Opportunities Brochure; Richwine explained that the cover highlights the Youth Library's newly-renovated children's area. Richwine added that the storytime programming for youth within the children's area is well-attended.
- A. Richwine reported that Johnny Tse and Dawn Thacker, LAB members, volunteered to serve as members of the Tempe Public Library's Reopening Celebration Event Committee.
- A. Richwine announced that the front entrance to the Tempe Public Library is closed as a result of the installation of new terrazzo flooring; Richwine explained that the Library's foyer is still open for patrons who may need to utilize resources provided by offices within the City of Tempe Community Services Department located on the second floor of the Library. Richwine reported that Library volunteers have been placed near the main entrance of the Library to divert patron traffic to the Library's new entrance facing the Tempe Community Center Complex Courtyard area. Richwine further stated that the City of Tempe Community Relations Department released information to the press regarding the closure of the main entrance; Richwine added that Okland Construction also placed greeter signs near the entrance diverting patron traffic to the Library's new courtyard area entrance.
- A. Richwine affirmed that the installation of the new terrazzo flooring within the Library will not impact elevator services or services provided to patrons who may wish to visit the Friends of the Tempe Public Library's Book Store.
- A. Richwine reported that Diane Setterfield, author of the novel The Thirteenth Tale, will lead a book discussion at 6:30 p.m. on June 3 in the Tempe Public Library Connections Café Program Room, as part of the Library's Coffee, Tea and Books program.

Agenda Item 4 - Library Systems Update

- Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, introduced Clay Workman, Tempe Public Library Operations Manager, and welcomed him to the Library Advisory Board (LAB) meeting.
- A. Richwine asked C. Workman to provide the LAB members with a report regarding the construction progress of the Tempe Public Library Renovation Project. Workman acknowledged the following:
 - The Tempe Public Library Renovation Project is 4/5 complete;
 - A *Quiet Reading Room* was created within the Library's Reference Area;
 - The scheduled completion date of the Library's renovation is July 11, 2010;

- Library door counts are increasing despite the terrazzo flooring installation constraints
- A. Richwine thanked C. Workman for his efforts to complete the Tempe Public Library Renovation Project; Kirk Deem, LAB Chair, further thanked C. Workman, and acknowledged Workman's efforts to maintain operations within the Library throughout the project's multiple construction phases.
- K. Deem inquired about the Library's Reopening Celebration event; A. Richwine reported that the Library staff members agreed to propose a multi-day event as a means to not disrupt the Library's patrons. Richwine further reported that the Library would like to outline Okland Construction's efforts, adult learning programs and book discussions at the opening events.
- C. Workman facilitated a report regarding the technical operating systems within the Tempe Public Library; specifically, C. Workman spoke about the filtering and anti-viral computing software utilized within the Library.
- C. Workman explained that he manages all technical operating systems within the Library; Workman further explained that he designed the Library's new *Adult Access Public Computer Commons* and is in the process of installing its appropriate machinery. Workman explained that 49 out of 56 public work stations are currently available for use; Workman added that the remaining seven work stations will be available for public use before the Library's reopening celebration occurs.
- C. Workman explained that the Library's renovation includes space for laptop computer use; Workman added that a wing of the Library's computer commons area was designed to include laptop tables as well as arm-chair laptop desks.
- C. Workman reported that in general, the Library's computer commons area is meeting and exceeding the needs of the Library's patrons; Workman explained that there are 35 computers available for public use within the lower-level of the Library.
- C. Workman affirmed that four computers are dedicated research-only machines within the Library's Reference Area.
- C. Workman addressed questions from a prior meeting regarding anti-viral, content-filtering systems utilized by the Tempe Public Library; Workman explained that the Library's current filter system blocks the following:
 - Adult Content Sites;
 - Gambling Sites;
 - Sites that Depict Graphic Acts of Violence
- C. Workman reported that the Tempe Public Library utilizes a *Smart Filter* content-management system in cooperation with the City of Tempe's Department of Finance and Technology.
- C. Workman announced that wireless internet services are available to Library patrons; Workman noted that patrons may easily-access the wireless services by following a few simple steps.
- C. Workman further reported that the Tempe Public Library utilizes McAfee Deep Freeze anti-viral software to protect its computers; Workman explained that Library patrons may not install the Deep Freeze software to their personal laptop computers. Workman added that the Library's anti-viral software is updated daily.
- Dawn Thacker inquired about the use of personal laptops within the Tempe Public Library; Thacker asked C. Workman to confirm that there are policies in place for the

public, as well as the Tempe Public Library staff members, regarding the public's use of personal laptop computers. Workman explained that there are policies in place for both the public users, as well as the Library staff members. Workman suggested that Thacker view the policies online by visiting <http://www.tempe.gov/library/admin/policies/>, or by visiting the Library's Circulation Desk and/or Connections Café.

Agenda Item 5 - Friends of the Tempe Public Library Report

- In the absence of Jan Nicpon, President of the Friends of the Tempe Public Library, Adrienne Richwine, Deputy Community Services Department Director - Library and Cultural Services Division, reported that the Friends' Book Store continues to operate and is successful. Richwine acknowledged the following statistics:
 - 150 books are currently for sale;
 - The Friends of the Tempe Public Library Book Sale is scheduled to take place from 9 a.m. to 3 p.m. on June 3 and 4 within the Youth Library Storytime Room;
 - Donations continue to come into the Friends' Book Store
- A. Richwine encouraged the Library Advisory Board (LAB) members to sign-up to receive electronic correspondence from the Friends of the Tempe Public Library; Richwine directed the LAB members to contact J. Nicpon via email message at nicpongroupp@msn.com to be added to the Friends' electronic distribution list.

Agenda Item 6 - Board Members' Announcements

- Johnny Tse announced that he attended the 14th Annual Arizona Library Legislative Day on April 21 on behalf of the Tempe Public Library Advisory Board. Tse reported that he met several Valley library representatives, as well as state and local representatives, and was able to share with them the importance of the Tempe Public Library within the Tempe Community.
- Kirk Deem, Library Advisory Board Chair, thanked J. Tse for his report and his representation at the event.
- Kurtis Zinger announced that he plans to spend the month of June in Germany and will not be available via telephone call.

Agenda Item 7 - Adjournment

- Meeting adjourned at 7:15 p.m.

The next meeting of the Library Advisory Board is scheduled to take place at 6:30 p.m. on September 13 at the conference table within the Edna Vihel Center for the Arts Administrative Offices, 3340 S. Rural Road, Tempe, AZ.

Prepared by: Rachael Peterson

Reviewed by: Adrienne Richwine

Authorized Signature
Position/Title