



2020 Library Board Minutes

Regular Meetings

January 21, 2020

May 19, 2020

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**Chandler Public Library Board
Regular Meeting
Minutes, January 21, 2020**

Meeting was called to order at 6:34 p.m. at the Downtown Library.

Members Present: Shaneshia Davis – President, Maria Munoz, Arman Sidhu, Timothy Wiant, Roman Orona, Dimal Patel. Karla Palafox was absent.

Others Present: Mary Sagar, Acting Library Manager; Kris Sherman, Assistant Library Manager; Kelly Schwab, City Attorney; Erica Barba, Assistant City Clerk; Courtney Allen, Management Assistant and Board Secretary; Abigail Nersesian, Administrative Librarian.

Approval of Minutes: Minutes of the November 19, 2019 meeting

a. Motion was made by Maria Munoz to approve, Arman Sidhu seconded. Motion passed.

Scheduled/Unscheduled Public Appearances/Call to Public

a. None

Action Items

a. Sales and Solicitation Policy Revisions

Based on recommendations from legal, a change has been made to the Sales and Solicitation policy map and explanation of where petitioners can legally setup on the Library premises at the Downtown and Sunset Libraries. The legal opinion is that people cannot block the Library entrance or exit, or otherwise interfere with access to the library.

The revised policy states, No person or organization is permitted to set up a table, chair, or booth, or otherwise solicit others on library premises for the purpose of selling products or services unless such activity is affiliated with an event sponsored by the Community Services Department, The Friends of the Chandler Public Library, or any other City sanctioned event. Soliciting support or donations for a cause or signatures on a petition is permitted outside the library building. However, solicitors and their tables, chairs, booths, or other equipment may not block entrances or exits, or otherwise interfere with access to the library. Aggressive or harassing behavior by persons soliciting is prohibited. Solicitors shall respect the library patron's choice not to engage if they indicate that they are not interested.

Maria Munoz informed the Board that she witnessed a lady soliciting inside the Library to sell life insurance. Mary informed the Board that soliciting in the Library is not permitted and to let staff know so they can handle it.

Shaneshia Davis asked who tracks solicitation complaints. Mary informed the Board that we track all feedback using comment cards that patrons complete to inform us on what is going on in the Library. Management team discusses these at the bi-weekly meeting and all comments are tracked. Most patrons tell us when solicitation occurs so it can be dealt with immediately.

Arman Sidhu asked about protesting. Kelly Schwab, City Attorney, responded stating the rules are the same for protestors. The City and Library cannot restrict the protestors from any outdoor areas unless they are restricting people from accessing the building.

Maria Munoz made the motion to approve the revisions to the Sales and Solicitation policy. Arman Sidhu seconded. Motion passed.

b. Meeting Room Policy Revisions

There were several grammatical revisions as well a change in the verbiage from Cultural Affairs to Community Services.

Two additions were made to Section IV. Facility Use Generally.

e. The applicant shall not participate in indecent or sexually explicit behavior or display images or video that a reasonable person would find lewd or obscene.

f. The Chandler Public Library reserves the right to eject any disorderly person or persons from the facility or space.

Shanesha Davis asked how many incidents must occur before Library staff can trespass a patron. Mary responded stating Library staff can only ask a patron to leave for the day. If the problem escalates, the police can be called and they can trespass a patron. They can use their judgement as to how long, but typically the length of trespass is up to one month. If a crime was committed and the patron was arrested, the case would go to court and the judge would have the authority to trespass for any term they feel appropriate. Shanesha Davis also asked what the appropriate action is if a patron is sleeping in the library. Mary responded stating sleeping is not permitted in the library. Staff can ask the patron to wake and inform them they will have to leave for the day if they continue.

The meeting room occupancy numbers were updated to reflect the number of chairs provided.

One addition was made the Section VII. Denial.

- The proposed use does not comply with Library policy.

Maria Munoz asked about the smoking and use of tobacco policy. Does that include vaping? Mary responded stating yes, vaping is included as part of smoking and tobacco products that are prohibited in the Library.

Timothy Wiant inquired if the downtown Library room capacity numbers have been verified. Mary responded stating the occupancy numbers are based on the Fire Marshall count when the Library was first occupied. Tim asked why there is such a large discrepancy between the capacity with and without chairs in the Downtown Library Copper Rooms. Courtney Allen responded stating the number of chairs listed are what is provided by the Library, not what the room capacity is with chairs. The Board would like to see the updated Fire Marshall capacities with and without chairs. Once we have that information, we will update the policy to state the maximum capacities, as well and how many chairs are provided.

Timothy Wiant proposed to table to motion until the changes have been made.

Briefing Items

a. Open Meeting Law Presentation, Kelly Schwab, City Attorney; Erica Barba, Assistant City Clerk

Kelly Schwab and Erica Barba gave a presentation on the City of Chandler Open Meeting Law, Conflict of Interest and Public Records.

Shanesha Davis asked if a Board meeting can be held via phone. Kelly Schwab responded stating yes, but only up to two Board members can call in and there still must be quorum. The Board member(s) must remain on the phone the entire time and quorum must exist the entire meeting.

Mary Sagar asked if you can vote on an action item by email. Kelly Schwab responded stating no, the public has to have the option to come to a meeting and participate.

Shanesha Davis asked if the meeting notice is posted digitally and on paper. Kelly Schwab responded stating yes, the law requires the meeting notice to be posted on the City website as well as physically.

Shanesha Davis asked if there is an age requirement for the public to attend the meetings and participate. Kelly Schwab responded stating no, there is no age requirement.

Shanesha Davis asked if we are required to provide interpretation service, and if so, how much notice. Kelly Schwab responded stating there is a notice on the agenda that if someone needs interpretation assistance the City will provide it. The interpreter service needs at least two days' notice in order to accommodate a request.

Maria Munoz asked if it is a conflict of interest if the Library Board is voting on something that will benefit her family, is that considered a conflict of interest for her because she or her family is benefitting if she votes yes. Kelly Schwab responded stating no because it is not a pecuniary/financial interest.

b. Mary Sagar, Acting Library Manager, presented the Library Manager's report. The Library Manager position closes this week on January 27, 2020. Interviews should be held in the next several weeks.

Basha Branch Manager Jessica Hawkins will transfer from Basha to Hamilton Library to assume the role of Branch Manager. The job posting for Basha Branch Manager is posted and will close next week.

Basha Library has hired a new Adult Librarian, Stephanie Douglas. Downtown has hired a new Young Adult Librarian, Jami Thompson. Downtown has also hired a new Teen Librarian, Stacey Akahoshi, who will oversee system-wide Teen programs, including the Teen Advisory Councils.

The Library is in the process of repurposing two existing rooms on the second floor of the Downtown Library. The former Cactus Room is now the Youth staff workroom, and the former Youth staff workroom is now the Makery. The Makery, which opens to the public today, provides a multipurpose, flexible area for teen and tween activities such as crafts, STEAM projects, and coding. Work is continuing on modifications to two existing storage rooms to create a production studio and maker lab, enabling customers to use photographic equipment, a green screen, and AV production software. An existing tutor room will be modified to create a workspace for the Youth Supervisor. A tour of the project will be available after the meeting.

A new piece of art has been installed on the first floor of the Downtown Library. Campiende de la tierra, by Don Reitz will enhance the beauty of the Library and will be an additional step in our goal of bringing more art to our public spaces. Timothy Wiant added that the piece was relocated here from the Chandler Center of the Arts.

The Sunset Library has requested CIP funds to renovate the front patio area and create an attractive sitting space for customers, as well as direct access to Sunset Park.

Many Library youth staff attended the Arizona Library Association Early Literacy Summit, which was held at the Crowne Plaza Phoenix Chandler Golf Resort. The goal of the summit was to enlighten early literacy providers throughout the state on best practices for early literacy, parent awareness, school readiness, and to allow practitioners to share information. The Chandler Downtown Library hosted an evening open house during the conference and tours were given of the new Create-Play-Learn High Five Early Literacy Space.

A subcommittee of the Chandler City Council will be formed in February to provide direction on the fine free proposal. Library staff will present the proposal at that time. Once the proposal is approved by the City Council and City Manager, it will come back to the Library Board for a final vote. We're hoping to have this implemented by July 1, 2020.

Many surrounding cities have already gone fine free including Maricopa County and Phoenix Public Library. Mesa has started the process to eliminate overdue fines as well.

Dimal Patel asked what the incentive is for patrons to return items if there are no fines. Mary Sagar responded stating that if books are not returned the patron will be charged a fee for the replacement of the book plus a \$5 processing fee.

Dimal Patel also asked how the public will be informed of the fine free decision. Mary responded stating there will be a campaign by our public relations division.

Dimal Patel asked if the patrons accounts will be blocked if they do not return a book. Mary responded stating yes, the Library account will be blocked as another incentive to return the item.

Shanesha Davis asked if the patron can replace a lost item. Mary responded stating no.

c. Kris Sherman provided the Friends of the Library report
The Friends Board has two new members; Donna Compositor-Taylor and Missy Palring, which brings the Board to eight members. Library staff are preparing to share basic training of the Little Green Light software with a designated person from the Board as the first step in giving the Board oversight of donations made to the Friends; the growth and management of Constituents; and a greater role in fundraising appeals and campaigns. So far this fiscal year the Friends have taken in \$5,700 in donations in six months. Last full fiscal year they brought in approximately \$4,200. There has been a profit of approximately \$1,000 for the sales of State Forty Eight shirts and stickers. The Board is looking into new ways to get more exposure, some ideas include bookmarks and table tents.

Shanesha Davis asked who to send the fundraising recommendations to. Kris responded that she can send her an email and she will share with the Board.

Members Comments/Announcements

a. Dimal Patel inquired on the status of the café. The café is closing and Cup o' Karma will be moving out February 28, 2020 at 3pm. There is currently an open RFP for interested parties.

Arman Sidhu asked if the RFP's are prioritized. Kelly Schwab responded explaining the City procurement and evaluation committee process.

Information Items

a. None

Calendar

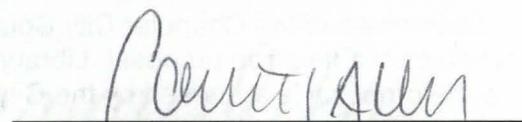
a. Library Board Meeting: Tuesday, March 17, 2020 in the Hamilton Library Program Room

b. Friends of the Library Meeting: Tuesday, January 28, 2020 at the Hamilton Library at 12pm

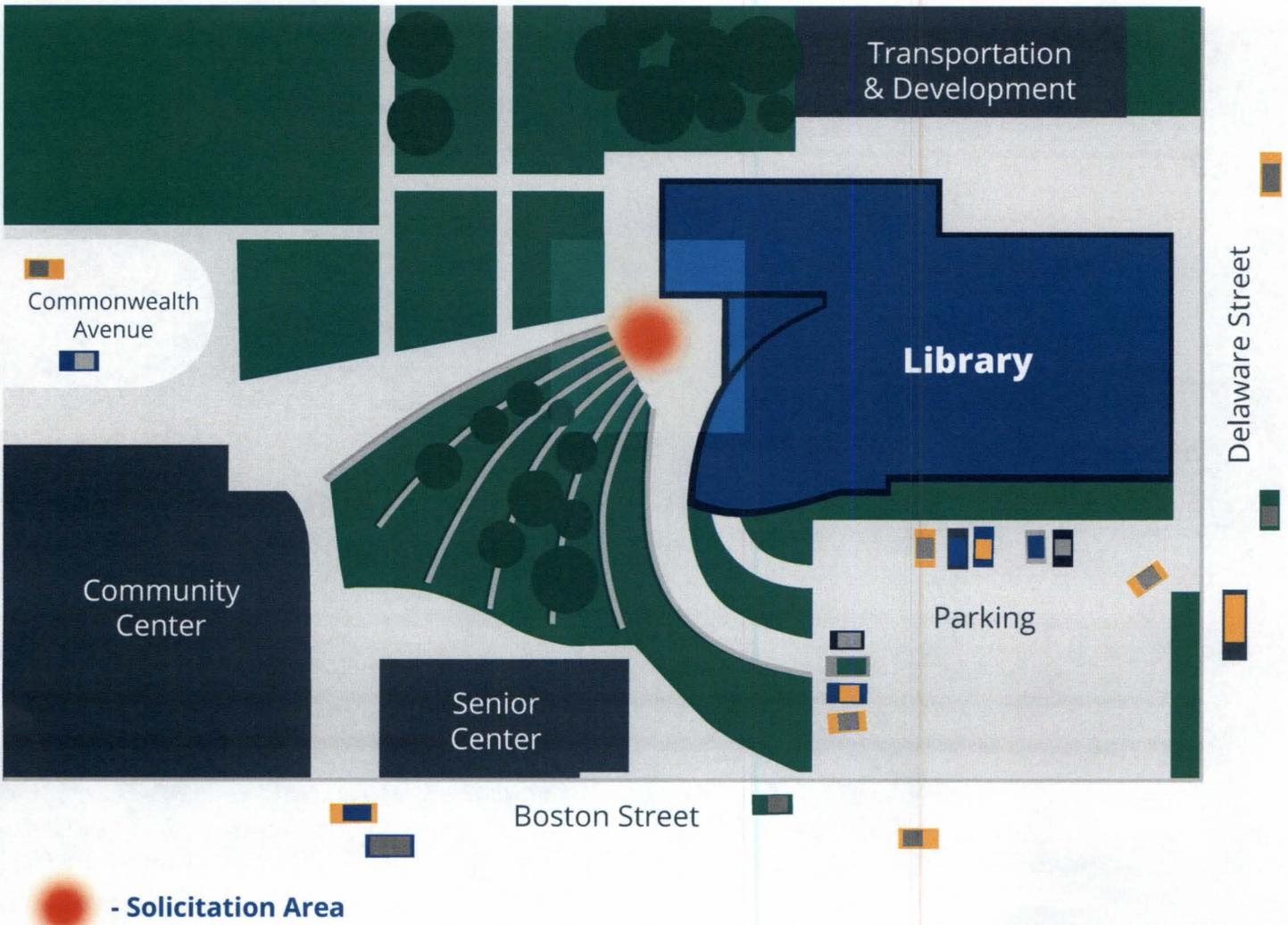
Adjournment:

Motion to adjourn made by Maria Munoz, Dimal Patel seconded. Motion passed. Meeting was adjourned at 8:20 p.m.


Board Chair


Board Secretary

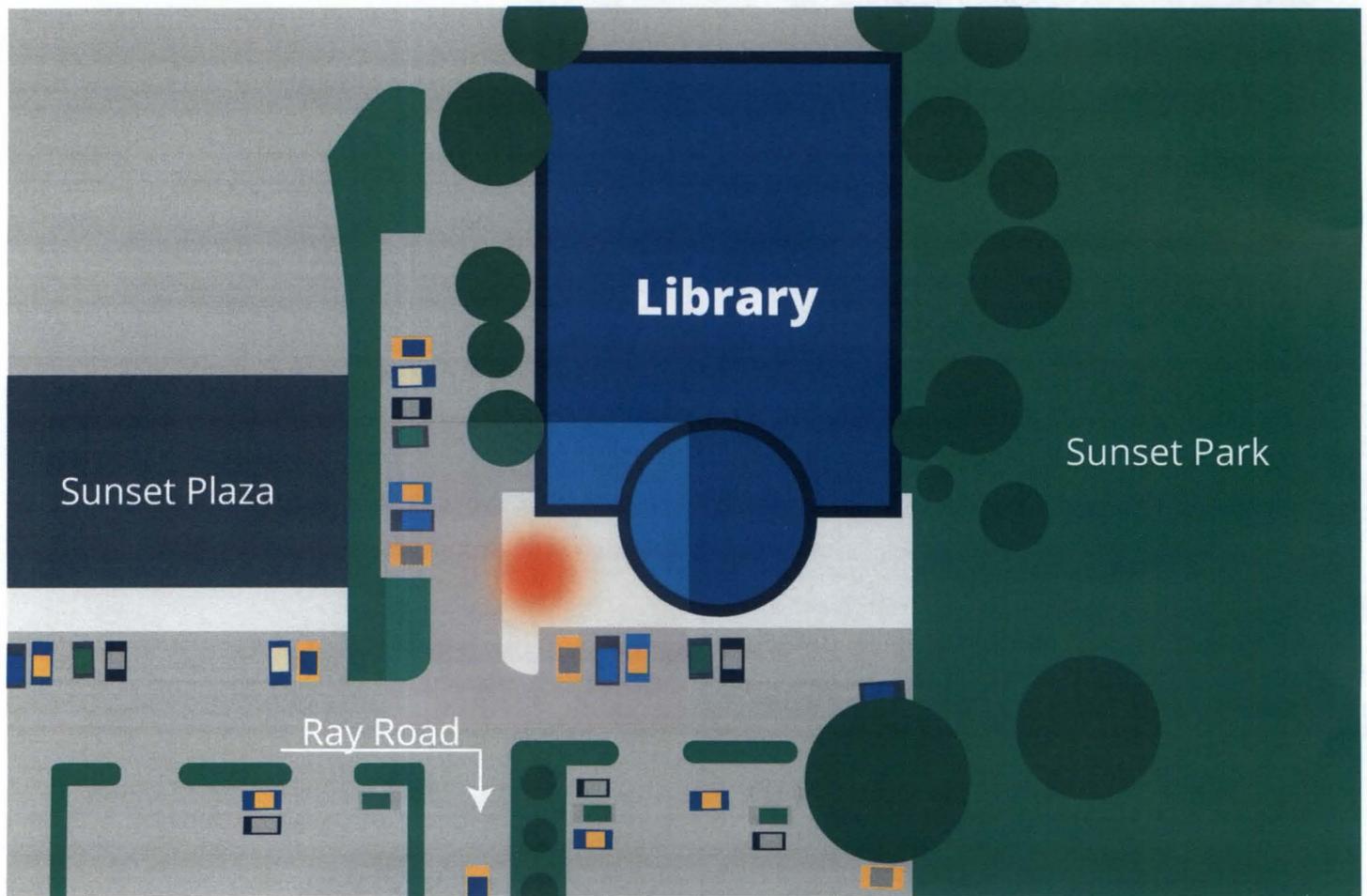
Chandler Downtown Public Library Sales and Solicitation on Library Premises



No person or organization is permitted to set up a table, chair, or booth, or otherwise solicit others on library premises for the purpose of selling products or services unless such activity is affiliated with an event sponsored by the Community Services Department, The Friends of the Chandler Public Library, or any other City sanctioned event.

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**Chandler Public Library Board
Regular Meeting
Minutes, May 19, 2020**

Meeting was called to order at 6:41 p.m. at the Downtown Library.

Members Present (Virtually): Shanesha Davis – President, Maria Munoz, Karla Palafox, Timothy Wiant and Roman Orona. Arman Sidhu and Dimal Patel were absent.

Others Present: Rachelle Kuzyk, Library Manager (Virtual); Kris Sherman, Assistant Library Manager; Andy Bass, Community Services Director (Virtual); Mayor Kevin Hartke, Chandler Mayor (Virtual); Courtney Allen, Management Assistant and Board Secretary; Abigail Nersesian, Administrative Librarian.

Briefing Items

a. Chandler Update, Mayor Kevin Hartke

Mayor Kevin Hartke has been visiting all of the Boards and Commissions over the past several months to thank everyone for serving and volunteering their time and talents to better our City. It's been a tough time over the last several months with COVID-19 closing the Library and City services, but he's excited to open back up. The Mayor stated Chandler is doing well in the midst of the pandemic and we will get through this. The Mayor was invited to meet with Governor Ducey and several other Mayors today to see where we are at. He stated we will find a way to serve our City and continue to be a City of service and excellence.

b. Library Manager Introduction, Andy Bass, Community Services Director

Community Services Director Andy Bass introduced the new Library Manager, Rachelle Kuzyk. Rachelle will start tomorrow, May 20, 2020. Rachelle has relocated from Canada to serve as the new Library Manager. The Library is very excited to have her leadership and enthusiasm. Rachelle spoke and thanked everyone for being here. Rachelle just received her last outstanding piece of documentation which will allow her to begin at the Library tomorrow. Rachelle and her husband have been traveling to Arizona for the last 14 years. Her children are fully grown now so Rachelle and he husband are able to make this life change and relocate to Arizona permanently. Rachelle has 20 years' experience in public libraries, ranging from very small public libraries up to large urban libraries. Rachelle was most recently the Community Services Director for the City of Wetaskiwin, Alberta, Canada where she oversaw the library, recreation, archives, transit and homeless shelter. Much like Chandler, Wetaskiwin experienced the effects of COVID19 so Rachelle served as the second Deputy Director of Emergency Management. Rachelle received her Masters of Library Sciences degree (MLS) from Wayne State University in Detroit, Michigan. Rachelle stated the most important thing she feels everyone should know about her when it comes to libraries is that she is passionate about the vitality of public libraries in the community and the role they serve. She sees libraries as a vital component to community and economic development and will always make the right decisions for the library.

Library Manager Report, Kris Sherman, Assistant Library Manager

The library was closed on March 18, 2020 due to COVID19. During this time, there were many patrons that turned to digital resources. An infographic and WES memo were provided showing the eResource statistics for the month of April, 2020 compared to April, 2019. The following eResources all had a significant increases; ebooks, audio books,

streaming movie services, digital magazines, online learning and digital library cards. The library recently reopened on May 4, 2020 for limited in person services.

c. Friends of the Library Report, Kris Sherman

Kris presented revenue from the Amazon online book store from July, 2019 – April, 2020. The estimated 12 month gross for the fiscal year is \$43,549, and we have already reached \$36,291. The highest grossing month was September, 2019 with \$4,817, while the lowest month was October, 2019 with \$2,423. We have not been accepting book donations due to COVID19, so we hope as things start to return to normal we'll be able to begin accepting donations again. The Friends board has not met in a while, but are hoping to meet again soon virtually.

Scheduled/Unscheduled Public Appearances/Call to Public

a. None

Action Agenda

a. Meeting Room Policy Revisions

Section IV. Facility Use Generally.

The following two additions were made:

e. The applicant shall not participate in indecent or sexually explicit behavior or display images or video that a reasonable person would find lewd or obscene.

f. The Chandler Public Library reserves the right to eject any disorderly person or persons from the facility or space.

Maria Munoz had a question regarding adding new regulations or verbiage regarding social distancing and room capacities to the policy due to the new normal caused by COVID19. Kris Sherman responded stating that may be something we can look at in the future when the library opens up completely and the rooms are available for rentals and programming starts up again.

Section VI. Maximum Occupancy

The meeting room occupancy numbers were updated to reflect the occupancy numbers for standing room only, chairs only and tables and chairs.

- Basha Library Program Room: 91
- Hamilton Library Program Room: 35
- Sunset Library Monsoon Room:

Standing Only 200 – Chairs Only 143 – Tables and Chairs 67

- Downtown Library Copper Room North:

Standing Only 249 - Chairs Only 178 - Tables & Chairs 83. Chandler Public Library will provide 20 chairs and three tables with approved room reservation.

- Downtown Library Cooper Room South:

Standing Only 390 - Chairs Only 278 - Tables & Chairs 180. Chandler Public Library will provide 80 chairs and two tables with approved room reservation.

Motion to approve meeting room policy revisions made by Maria Munoz, Timothy Wiant seconded. Motion passed.

Approval of Minutes: Minutes of the January 21, 2020 meeting

a. Motion was made by Maria Munoz to approve, Timothy Wiant seconded. Motion passed.

Members Comments/Announcements

a. None

Information Items

a. Library Programming

Library in person programming is tentatively scheduled to resume August 1, 2020. Until then, patrons can follow the library on Instagram and Facebook for programming ideas and videos. The annual Summer Reading Challenge will run June 1-August 1, 2020. The entire challenge will be online this year. Prizes will be available for pickup in August.

Timothy Wiant asked when the links for the reading challenge will be available on the website. Abigail Nersesian responded stating the County began pre-registration May 1 and the program will go live on June 1. All of the banners and information will be posted on the library website when the program kicks off June 1.

Shanesha Davis asked if all of the prizes will be held until August for pickup opposed to receiving them digitally. Abigail Nersesian responded stating if the County has any prizes they are awarding digitally, they will be awarded in the online portal where you will be notified as you track your minutes. The free books you can earn will not be available for pickup until August.

Calendar

a. Library Board Meeting: Tuesday, September 15, 2020 in the Downtown Library Copper Conference Room 254

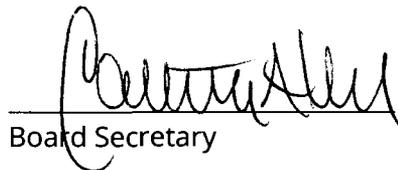
b. Friends of the Library Meeting: TBA

Adjournment:

Motion to adjourn made by Timothy Wiant, Maria Munoz seconded. Motion passed. Meeting was adjourned at 7:18 p.m.



Board Chair



Board Secretary