

PIMA COUNTY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES

February 6, 2020, 4:00 p.m.

Joel D. Valdez Library, 4th Floor Boardroom, 101 N. Stone Ave, Tucson, Arizona

Present: Nancy Puckett, Vice-Chair; Barbara A. Escobar; Betsy Shepard; Beverly J. Bannon; Edward Buster; John Halliday; Maria Iannone; and Nubia Valentino

Absent: Cheryl Langer, Chair; and Elizabeth Soltero

Also Present: Amber Mathewson, Library Director; Karyn Prechtel-Altman, Deputy Director; Michelle Simon, Deputy Director; Amy Rusk, Library Services Manager; Kate DeMeester, Library Services Manager; Holly Schaffer, Community Relations Manager; Ken Zambos, Workforce and Economic Development Program Manager; Kendra Davey, Literacy Initiatives Program Manager; and Karen Friar, Deputy County Attorney

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting was called to order at 4:00 p.m. by Nancy Puckett and the Pledge of Allegiance was recited.

2. APPROVAL OF PREVIOUS MEETING'S MINUTES

John Halliday moved and Beverly J. Bannon seconded approval of the January 2, 2020 minutes. Motion carried.

3. INTRODUCTIONS

New Board Member Barbara A. Escobar was introduced, and introductions were made around the room.

4. SUMMARY OF CURRENT EVENTS BY LIBRARY BOARD MEMBERS

Board members updated on what library related activities they have been doing since the last meeting. Some of the responses included:

- Nancy Puckett attended the latest Career Online High School (COHS) graduation and loved seeing the enthusiasm of the families. She also attended the groundbreaking of the new Southeast Library.
- Beverly J. Bannon recently visited Wheeler Taft Abbett Sr. Library and checked out seeds from the Seed Library.
- John Halliday visited Dewhirst-Catalina Library, which is the northernmost library in the system, close to Pinal County. He was impressed by the number of programs that were going on in such a modest space.
- Maria Iannone also attended the Career Online High School graduation. She has also been distributing Career Online High School brochures.
- Betsy Shepard attended the last book sale held by the Friends of the Pima County Public Library.
- Edward Buster also attended the groundbreaking of the new Southeast Library and serves on the new Friends Board.

5. FRIENDS GROUPS AND LIBRARY FOUNDATION REPORTS ON EVENTS AND FUNDRAISING ACTIVITIES ON BEHALF OF THE PIMA COUNTY PUBLIC LIBRARY

Director Mathewson informed that the Friends of the Pima County Public Library recently donated \$50,000 to the library. Also, another Pima Library Foundation Author Salon was coming up on February 13th, with author Peg Bowden.

6. NEW BUSINESS

A. OPEN MEETING LAW TRAINING

Karen Friar, Deputy County Attorney

Highlights of the training by Karen Friar on Open Meeting Law:

- Pima County's Open Meeting Law Materials are located in the "Boards, Commissions & Committees" section on the Clerk of the Board's page: <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=10620>
- Karen Friar provided a reference guide handout: "OPEN MEETING LAW: A Reference Guide to A.R.S. § 38-431 through 38-431.09".
- Topics reviewed included:
 - Public Bodies Covered by the Open Meeting Law
 - Actions and Activities covered by the Open Meeting Law
 - Notice of Meetings
 - Public Attendance
 - Open Meeting Law Pitfalls
 - Penalties for violations of Open Meeting Law
- The purpose of Open Meeting Law is to ensure maximum public access so the public has the opportunity to attend and listen to public meetings. It also brings public body (such as the Library Advisory Board) actions to the public.

A discussion was held about inadvertently creating a quorum through the use of social media, when friends are members of the Library Advisory Board. To avoid this, Karen Friar suggested either not sharing anything about the Library on social media, unfriending Board members, or making sure posts pertaining to the Library are not visible to them.

7. LIBRARY REPORTS

A. COMMUNITY RELATIONS REPORT

Holly Schaffer, Community Relations Manager, highlighted and/or added to her written report:

- February is Black History Month, and eight events have been scheduled. Events can be found by clicking on Events on the Library's website, and then filter by choosing the Kindred team.
- Margaret Regan is the latest Writer in Residence and has office hours at Martha Cooper Library and Himmel Park Library. She will also be doing three workshops, including one at the Tucson Festival of Books.
- A father and his young son are visiting all 26 libraries. The son picked up a map of all the libraries on his first visit and asked to visit them all. Holly Schaffer located them and plans to interview them.
- Ready, Set, School! has gotten good publicity on KGUN and in the Desert Leaf.

B. LIBRARY DIRECTOR'S REPORT

Amber Mathewson, Library Director, highlighted and/or added to her written report:

Director Mathewson was asked to be on the academic review panel for the University of Arizona's iSchool. Every program at the University of Arizona has to be reviewed every five years. The iSchool, previously known as the Library School, still has Masters and PhD programs, but now offer Bachelor's degrees, and an additional Master's degree. The University of Arizona's website lists different careers associated with each of the degrees.

C. PUBLIC SERVICES REPORT

Karyn Prechtel-Altman, Deputy Director of Public Services & Community Engagement, highlighted and/or added to her written report:

Deputy Director Prechtel-Altman reviewed the Community Impact Plan 2020-2022 <https://www.library.pima.gov/community-impact-plan/>. It was drafted by different levels of staff, with input received by the community in a variety of ways.

The four priorities and associated goals for the next three years are:

- Priority 1: We are customer focused. We constantly strive to do our best.
 - Goal 1: We will gather and act on feedback from underrepresented communities.
 - Goal 2: We will achieve a shared understanding of customer service philosophy.
 - Goal 3: We will encourage reflection and continued growth.
- Priority 2: We honor diversity. We reflect, support, and serve our unique community.
 - Goal 1: We will develop and establish a Diversity, Equity, and Inclusion Statement and Plan with Strategies.
 - Goal 2: We will take services to the community.
 - Goal 3: We will create spaces, programming, and collections for our diverse community.
 - Goal 4: We will focus on staff inclusion and training.
- Priority 3: We are a resource for you. We provide the collections, programming, space, and technology you need.
 - Goal 1: We will use best practices to create inviting and safe spaces to balance the competing needs of our community.
 - Goal 2: We will provide the collection the community needs.
 - Goal 3: We will provide access to current technology resources and education.
 - Goal 4: We will provide interest-driven programming that meets community needs.
- Priority 4: We will amaze you with all that we offer. We have something for everyone.
 - Goal 1: We will increase reach in Pima County.
 - Goal 2: We will connect customers to their interests.
 - Goal 3: We will increase employees' ability to connect customers to their interests through learning opportunities.

Nancy Puckett asked about how Branch Managers know how to achieve the above goals, and how to measure results. Deputy Director Prechtel-Altman answered that documents with ideas for strategies and ways to measure were given to the Managers. Kendra Davey added that one of the things they will try is the use of talk back boards with simple yes/no questions to get quick community feedback. Traditional counting and data from Savannah will continued to be used.

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John Halliday asked how staff training was done at PCPL. He was answered that there were various ways, including closing the library for an all-day staff training, new employees attend Service University (an 8 day course), ongoing webinars, and a variety of other training opportunities.

D. SUPPORT SERVICES REPORT

Michelle Simon, Deputy Director of Support Services, highlighted and/or added to her written report:

Deputy Director Simon plans to do a presentation of the budget later, but showed how to access last year's [County Budget](#). Departments have submitted their budgets and presentations to the Board of Supervisors will happen in May.

Deputy Director Simon also showed how to access County Administrator's [Memoranda and Correspondence to the Board of Supervisors](#) and opened memo "Library Design and Construction Schedules" and reviewed the current projects listed for the Library.

8. CALL TO THE PUBLIC

No members of the public were in attendance.

9. ADJOURNMENT

Edward Buster moved and Barbara A. Escobar seconded adjournment of the meeting. Motion carried and meeting adjourned at 5:28 p.m.

Next Meeting: March 5, 2020, Joel D. Valdez Main Library, 101 N. Stone Ave., Tucson, AZ.

Submitted by:
Judy Moses
Special Staff Assistant - Senior