



**MEETING MINUTES  
CITY OF PAGE  
PUBLIC LIBRARY BOARD**

**PAGE PUBLIC LIBRARY BOARD REGULAR MEETING  
PAGE PUBLIC LIBRARY  
479 S. LAKE POWELL BOULEVARD  
PAGE, ARIZONA**

**May 19, 2016  
7:00 P.M.**

**NOTICE OF PUBLIC MEETING**

Pursuant to Arizona Revised Statutes § 38-431.02, notice is hereby given to the members of the City of Page Public Library Board and the general public that the Page Public Library Board will hold a meeting open to the public in the Page Public Library Program Room located at 479 S. Lake Powell Boulevard, Page, Arizona. **IF YOU WOULD LIKE TO RECEIVE name of board AGENDAS VIA EMAIL, PLEASE SEND YOUR EMAIL ADDRESS TO [cityclerk@cityofpage.org](mailto:cityclerk@cityofpage.org) OR CALL 645-4221.**

Members of the Page Public Library Board will attend either in person or by telephone conference call.

**CALL TO ORDER Time:** 19:05hrs

<b>ROLL CALL</b>	<b>Present</b>	<b>Last</b>	<b>First</b>	<b>Title</b>
	X	Brown	Cheri	
		Diak	Bill	Mayor, City Council Liaison
	X	Goodrich	Charles	
	X	Santelli	Regina	
	X	Scott	Kai	Secretary
	X	Ward	Robert	President

**PREVIOUS MINUTES** January 21, 2016

- Motion: Cheri
- Second: Charles second
- Discussion: none
- Vote Tally: Unanimous approval of previous minutes
- Motion: **Passed**

**CORRESPONDENCE**

**HEAR FROM THE CITIZENS**

The public is invited to speak on any item or area of concern. Items presented during the Citizens portion which are not on the agenda, cannot be acted upon by the Page Public Library Board. Individual Board members are prohibited by the Open Meeting Law from discussing or considering the item among themselves unless the item is officially on an agenda. Citizens may also use the Information Request Forms which are available.

General Discussion Topic: City Attorney reinforced open meeting law parameters. Library Board remains committed to compliance.

**REPORTS**

- President's Report – none at this time.
- Director's Report:
  - Some increased problems with missing items. Library staff members are working on this issue diligently. Billing occurs, but due to mail address/phone changes, the recovery rate is not 100%. Bills are kept at library forever and patrons who are violators cannot check items out in the future. This, however, does not impede other household members from using their respective library

cards.

- Items that are discarded from the library are stamped "discard". Any items found in any other location that are stamped with the library identification and NOT stamped with "discard" should be returned to the Page Public Library.
- Positions open
  - Full time 40hr/wk Circulations II Supervisor with benefits (necessary skills: supervisory experience, computer skills, office equipment skills necessary)
  - Part Time 19hr/wk Circulation Aid no benefits (necessary skills: basic computer skills, eager learner) send people to city hall to apply
  - NACOG, a program applicable to those 65yr+, provides opportunities for job retraining, which could assist in filling circulations support positions and supporting community need.
- Staff is actively seeking children's furniture and ways to improve safety for children in the library in the next month to enhance youth services and community confidence.
- 15 new laptops that should be in next week for use in Community Center Library and external programs, as well as in Main Library.
- Current Reference Librarian has an MLS and is available for teaching computer classes one on one. She is available Tues-Fri 8-5 and may start some evening hours. Please contact direct for a class offering specifics.
- Summer Reading Program starting 5/20/16 tomorrow with the Page Fire Department providing a kickoff cookout. Prizes available and all ages welcome to participate in reading program.
- Community feedback: notary services and library services are valued in the community.
- Friends of the Library Report: none at this time.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

- Library Policy Manual
  - Item tabled due to additional time requirements to ensure completeness.
- Library Hours:
  - Library would like to expand hours to include Monday as this is traditionally one of the heaviest volume days for libraries across the country. A Library Board Motion is required to support this decision if this is warranted.
  - Motion: Cheri
  - Second: Regina
  - Motion: The Library Board recommends increasing the Main Library hours on Monday to 10am-6pm. In order to best support community needs and this motion, the Library Board strongly recommends reallocating staff resources from the Community Center Library to the Main Library with a transition of the Community Center Library to an honor system lending library with continuance of existing community support services at the Community Center facilities (club meetings, computer classes, etc.).
  - Topic Discussion: If this is a direction the Library Board desires to move in, the Director will take a motion to the Community Center Council to support Board city government processes. By reallocating the community center librarian to the main library and having the community center utilize a self-help/honor system for a lending library at that location, we can support services at both locations to best address community needs and utilization. Outreach and community support programs such as the computer classes and offering space for club meetings would be uninterrupted by the reallocation. Due to the proximity of these two locations, the Community Center Library cannot truly be termed a "satellite" library and is not eligible for privileges that title confers. Community center board desires continuation of library offerings in this facility. The number of checkouts at that location do not support the current open hours. Neither the Library Board nor the Community Center Board desires to close this location, and it is estimated this motion will provide a win-win situation where the community reaps the benefits. DVD check outs may likely be the only impacted service as these items, given their expense, are not recommended for an honor system library setting. For community members unable to travel to the Main Library, interlibrary loans could easily address their mobility concerns.
  - Vote Tally: unanimous

- o Motion passed/dismissed: **Passed**
- Community Center Library (see above)
- Volunteer Celebration Luncheon for Friend of the Library will occur on June 13, 2016 at 12:00pm at the Library. Food possibilities might include BBQ or crepes

**BOARD MEMBER UPDATES:** We are seeking two additional Board members and applications can be obtained in the city offices.

**ADJOURN 19:44hrs**

Motion: Charles

Second: Cheri

Discussion: None

Vote Tally: Unanimous in favor of adjournment.

Motion: **Passed**

**FOR YOUR INFORMATION:** Next Regular Meeting is July 21, 2016 at 1900 hrs.

**Persons with disabilities should call the City of Page at 645-8861 (TDD 645-4216) for program and services information and accessibility.**

**DISCLAIMER**

**AGENDA ITEMS MAY BE TAKEN OUT OF ORDER.**

**THIS AGENDA MAY BE SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO MEETING. PLEASE SEE LOCAL CRIER BOARDS FOR CURRENT AGENDA.**

Robert Ward 7-21-16  
Robert Ward, President      Date

Kai Scott, Treasure      Date  
Cheri Brown 7/21/16