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**Minutes**  
**HISTORY MUSEUM AND LIBRARY ADVISORY BOARD**  
**Wednesday, April 6, 2016**

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**Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, April 6, 2016, within the Tempe Public Library - Board Room, 3500 S. Rural Rd., Tempe, AZ.**

**(MEMBERS) Present:**

Virginia (Ginny) Sylvester (Chair)  
John Linda (Vice-Chair)  
David Huizingh  
Margaret (Peggy) Moroney  
Joaquin Rios (Arrived at 5:41 p.m.)  
Jacque Tobias  
Jennifer Wagner

**(MEMBERS) Absent:**

Mary O'Grady  
Gail Rathbun

**City Staff Present:**

Barbara Roberts, Deputy Director, Library and Cultural Services  
Brenda Abney, Museum Manager, Library and Cultural Services  
Amanda Martin, Administrative Assistant, Tempe History Museum  
Allison Burke, Library Supervisor, Tempe Public Library

**General Public Present:**

Larry Conway, Friends of the Tempe Public Library Representative  
Robert Lashua

**Agenda Item 1 - Call to Order:**

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:31 p.m.

**Agenda Item 2 - Call to the Audience:**

- None

**Agenda Item 3 – Approval of the March 2, 2016 History Museum and Library Advisory Board Meeting Minutes - ACTION**

- Virginia (Ginny) Sylvester asked Board members to review the unapproved History Museum and Library Advisory Board Meeting Minutes document dated March 2, 2016.

- MOTION: Jennifer Wagner made a motion to approve the March 2, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.
- SECOND: Margaret (Peggy) Moroney seconded.
- DECISION: The March 2, 2016 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

**Agenda Item 4 – Friends of the Tempe Public Library Report:**

- Larry Conway reported on the following to the Board:
  - The Connections Café generated \$700 in sales in one day during the week of March 28.
  - The Friends of the Tempe Public Library Bookstore is transitioning into its re-configured space after recent construction related to the Library's new radio frequency identification (RFID) system.

**Agenda Item 5 – Tempe Historical Society Report:**

- None

**Agenda Item 6 – Staff Reports:**

- Library Report – Barbara Roberts reported on the following to the Board:
  - The Library's radio frequency identification (RFID) system is close to being operational. B. Roberts confirmed that 220,000 items are now tagged with a chip as a result of the project. Roberts further stated that the first round of RFID equipment has been delivered and will be installed after testing and staff training.
  - The Strategic Planning process is almost complete. Roberts submitted committee reports and community feedback reports to the Strategic Planning meeting facilitator for review. Staff and the facilitator will meet for a final meeting.
  - The Library and Cultural Services Division will be dividing into two separate divisions: Arts and Cultural Services, and Library Services. The Arts and Cultural Services Division will be headed by a new Deputy Director and will include the Tempe History Museum, Tempe Center for the Arts, Public Art/Art in Private Development, Arts Grants, and Arts Education. The Library Services Division will have its own Deputy Director.
    - The recruitment process for the Arts and Cultural Services Deputy is underway, with four finalists participating in a two-day, in-person interview process on April 18 and 19, 2016.
    - The new Arts and Culture Deputy will be responsible for attending future History Museum and Library Advisory Board meetings along with the Library Services Division Deputy.
    - The recruitment process for B. Roberts' position has opened and applications are being screened. Approximately 50 applicants applied from all over the country.
    - The City decided to maintain the combined History Museum and Library Advisory Board. This board will not merge with the Tempe Municipal Arts Commission (TMAC). Any questions, concerns or comments should be directed via email to Community Services Director, Shelley Hearn at [Shelley.Hearn@tempe.gov](mailto:Shelley.Hearn@tempe.gov).
  - The Little Free Library project was discussed at a recent meeting with Councilmembers Kolby Granville and David Shapira and the City Attorney's Office. The City Attorney's Office explained the risks and liability associated with the project if the process is driven by the City. A decision was made to move forward with seeking City Council approval for the project, with the caveat that the City not be in charge of the program. It is proposed that the City make this a reimbursement program similar to the low-flush toilet project.

- The City would pay up to \$300 reimbursement to any resident who decides to place a Little Free Library on their property. The process requires that the resident join [www.LittleFreeLibrary.org](http://www.LittleFreeLibrary.org), submit plans and a reimbursement form with any necessary approval from the neighborhood HOA, and then submit all application materials to the City of Tempe for reimbursement.

    - Councilmembers would like to budget \$10,000 annually for the project. A funding source is not yet identified.
    - The project needs to be presented to the Committee of the Whole (COW), and if supported, it will move forward to a formal Council meeting for approval.
  - The Tempe Public Library's first Book Festival is scheduled to occur on from 10 a.m.-3 p.m. on Saturday, April 16, 2016.
  - The Library is hosting a Volunteer Appreciation lunch on Tuesday, April 12, 2016.
- Museum Report – Brenda Abney reported on the following to the Board:
  - B. Abney distributed a monthly report containing statistic comparisons between 2014, 2015 and year-to-date (YTD) 2016.
    - Museum visitation for 2016 is currently over 17,000 patrons.
    - The Museum staff's current projects include planning for its annual summer program, now titled *Tempe Time Machine*, planning for upcoming changing exhibit *Trains of Tempe*, and continuing the museum accreditation process.
    - Abney explained the purpose of obtaining accreditation as it relates to the Tempe History Museum means meeting and maintaining a standard of practices and procedures which are established and assessed by the American Alliance of Museums, a national organization.
  - Abney was notified by the IT Department that they will be moving forward with activating the E-Museum project.
  - Curator Josh Roffler is working on Collections acquisitions processing.
  - Museum staff is in the process of modifying the permanent gallery, which will include updating text panels and graphics as needed, as well as changing out artifacts and textiles.
  - The current exhibit on display in the Community Room is *From House Calls to Hospitals* and highlights early medicine and medical practitioners in Tempe.
  - The Museum is hosting a Museum Volunteer Appreciation lunch on Monday, April 25, 2016.
  - The 4<sup>th</sup> Grade Territorial Days program at the Petersen House has concluded for the spring 2016 season.
    - The Petersen House will be closed during the months of June, July and August, and tours are available only by request.
  - The Museum recently reached 5,000 followers on its Facebook page.

**Agenda Item 7 – Consideration of naming request and donation for a new literacy center in the Library:** – Discussion and possible action

- Barbara Roberts introduced Robert Lashua, who submitted the request to name the potential literacy center within the Tempe Public Library the “John Gannon Literacy Center.”
  - R. Lashua shared with the Board that John Gannon was a former Tempe Public Library employee and that the naming request is meant to honor his memory.
  - Lashua stated that \$30,000 has been raised for this potential project, and that an additional \$10,000 is currently in the process of being raised to meet the funding needed to create the literacy space in the lower level youth library.
  - B. Roberts stated that there is a three-step approval process to name an area of the Library for someone and accept donations: 1. The History Museum and Library Board

needs to approve the project and vote to move it forward to Council; 2. B. Roberts and Robert Lashua will make a formal informational presentation to a Council Issue Review Session (IRS) and if the Council is receptive to the idea; 3. The naming request will be placed on a future formal Council meeting for final approval. Roberts anticipates the approval process to take approximately two months.

- Allison Burke shared design concepts, a preliminary project timeline, and explained the purpose of the literacy center within the Library.

MOTION: Jennifer Wagner made a motion to approve the naming request for the John Gannon Literacy Center within the Tempe Public Library.

SECOND: John Linda seconded.

DECISION: The John Gannon Literacy Center naming request was approved as presented to move forward to Council.

**Agenda Item 8 – Consideration to approve revised Library policy on Borrower’s Privileges:**

Discussion and possible action to approve revised Library policy on Borrower’s Privileges

- Barbara Roberts informed the Board that a revised copy of the Library policy on Borrower’s Privileges presented to the Board was not the correct revision but that an updated copy would be provided for the May 4, 2016 meeting.
- David Huizingh requested that revisions to the Library policy on Borrower’s Privileges be highlighted in the document to show all proposed changes.
- No action was taken on Agenda Item 8.

**Agenda Item 9 – Consideration to approve recommended Museum Fee Schedule for Archaeological Repository Items:**

Discussion and possible action on committee report recommendations

- Brenda Abney provided a recommended *Museum Fee Schedule for Archaeological Repository Items* for the Board to review.
  - B. Abney explained that Museum staff is looking to formalize a procedure for accepting and storing Archaeological Repository Items, which includes requesting a one-time, per-box fee of \$150 from any organization or contractor needing to store Archaeological Repository Items within the Museum. Abney further stated that any oversized item too large to store in a box would be subject to the same one-time storage fee. Abney stated that charging a one-time fee helps to offset the cost of processing the item.
  - David Huizingh inquired about the types of situations in which archaeological storage would be necessary. Abney stated that archaeological items are often uncovered as a result of construction and excavation, and that its common part of the permitting and contract bid process that a contractor be responsible for turning over excavated items and paying for them to be stored within a local Museum.
  - The Board inquired about the definition of the acronym “ASM” used within the *Museum Fee Schedule for Archaeological Repository Items* document. Abney confirmed that she determine what the acronym means and will email verification to the Board.

MOTION: Jacque Tobias made a motion to approve the recommended Museum Fee Schedule for Archaeological Repository Items with an amendment to include the definition of ASM within the document.

SECOND: Margaret (Peggy) Moroney seconded.

DECISION: The Museum Fee Schedule for Archaeological Repository Items was approved with requested changes to include the definition of ASM within the document.

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**Agenda Item 10 – Museum Collections Committee Report** - Discussion and possible action on committee report recommendations

- Written report for April provided.
- Brenda Abney reported on the following to the Board:
  - There are currently 14 Provisional Deposits held by the Museum.
  - There are three (3) new Provisional Deposits.

MOTION: John Linda made a motion to approve the recommended acquisitions as presented.  
SECOND: Joaquin Rios seconded.  
DECISION: Recommended acquisitions were approved as presented.

**Agenda Item 11 – Board Members' Announcements**

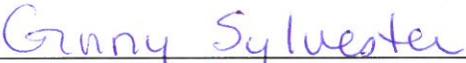
- Margaret (Peggy) Moroney announced that the Tempe Teen Resource Center, Threadz, is holding a parking lot sale on Saturday, April 23 at Tempe High School where all items are \$1.

**Agenda Item 12 – Adjournment**

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:43 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, May 4, 2016 at 5:30 PM in the Tempe History Museum – Board Room.

Prepared by: Amanda Martin  
Reviewed by: Barbara Roberts and Brenda Abney

  
Approval signature: History Museum and Library Advisory Board Member