



**Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, June 15, 2016**

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, June 15, 2016, within the Tempe History Museum - Board Room, 809 E Southern Ave., Tempe, AZ.

(MEMBERS) Present:

Virginia (Ginny) Sylvester (Chair)
John Linda (Vice-Chair)
David Huizingh
Margaret (Peggy) Moroney
Gail Rathbun
Jacque Tobias
Jennifer Wagner (Arrived at 5:31 p.m.)

(MEMBERS) Absent:

Mary O'Grady
Joaquin Rios

City Staff Present:

Brenda Abney, Museum Manager, Library and Cultural Services
Lee Ann Mueller, Customer Experience Supervisor, Tempe Public Library
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:

Larry Conway, Friends of the Tempe Public Library Representative
Lauren Isacksen
Phillip Isacksen

Agenda Item 1 - Call to Order:

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:30 p.m.

Agenda Item 2 - Call to the Audience:

- Audience members Lauren and Phillip Isacksen were present to observe the meeting.

Agenda Item 3 – Approval of the May 4, 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 May 4, 2016.

- MOTION: Jennifer Wagner made a motion to approve the May 4, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.
- SECOND: Margaret (Peggy) Moroney seconded.
- DECISION: The May 4, 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 Friends of the Tempe Public Library (Friends) organization is approaching the end of its 2015-2016 Fiscal Year on June 30.
 - The Friends organization is projecting that it will meet and exceed its budget for the fiscal year, with an anticipated revenue of \$244,000.
 - The Friends plan to present a monetary gift to the Tempe Public Library at the end of this fiscal year.
 - Jacque Tobias asked if the Friends' online book sales are primarily Arizona-based. L. Conway stated that buyers from all over the world purchase books through the Friends' online store. Conway added that the Friends receive book donations from individual donors, as well as business and colleges, and have experienced an increase in donations over the last 24 months.
 - L. Conway announced that the naming request for the proposed literacy center within the Library was approved by Tempe City Council as *The John Gannon Literacy Center*. Conway stated that the Friends organization has partnered with representatives of the literacy center and accepted a \$25,000 donation check, which will be used towards the center's construction within the Library. Conway added that the Friends organization plans to help promote additional fundraising efforts for the project.
 - The Friends Board will be on break in July and August, with the next meeting scheduled to occur in September, 2016.

Agenda Item 5 – Chair Report:

- Virginia (Ginny) Sylvester reported on the following to the Board:
 - G. Sylvester served on the review panel for the Library Services Deputy position and reviewed resumes for 12 candidates.
 - The candidate chosen for the position has not yet been announced. Sylvester added that if none of the three final candidates are selected, Shelley Hearn, Community Services Director, will initiate a new interview process for the position.

Agenda Item 6 – Staff Reports:

- Library Report – A written report was provided by Barbara Roberts and delivered by Lee Ann Mueller.
 - The Board Annual Report is due November 1, 2016. The report would be based on the calendar year to-date (10 months) and should state accomplishments for the year and goals for the next year.
 - As part of the radio frequency identification system (RFID) conversion, installation of new book drops and automated materials handling systems will occur in August, 2016 and the Library will receive updated equipment at no extra charge.
 - Recruitment for a new Library Deputy Director is in the final stages of the process and a candidate has not yet been announced.

- Reference Programming Librarian (Librarian II+) Rolf Brown is retiring July 5, 2016. The position will be filled as a Librarian I classification, and not as a Librarian II+.
 - The Library's Teen Center was renovated and is re-opened to the public.
 - A soft opening celebration for the Library's new Business Resource Innovation Center (BRIC) was scheduled for June 16, 2016 but has been pushed-back to a date yet to be determined. L. Mueller added that a formal opening is scheduled to occur on September 21, 2016. Currently, Donna Kennedy, Economic Development Director, is the contact for use of the room.
 - Library staff committees have completed drafting Strategic Plan measurable goals for one year and drafts have been submitted to Shelley Hearn. Members of the Board and the new Library Deputy may be asked to finalize the document to incorporate the new Deputy's vision for the Library.
- Museum Report – Brenda Abney reported on the following to the Board:
 - B. Abney distributed a written report containing statistic comparisons between 2014, 2015 and year-to-date (YTD) 2016, the current projects and upcoming events taking place at the museum.
 - B. Abney submitted the Museum's application for accreditation to the American Alliance of Museums. Abney stated that the Tempe Historical Society provided the required \$2,500 application fee, and that an additional \$2,500 fee will be needed for the site visit review of the Museum, slated for November, 2016.
 - The Museum has completed 170 research requests since January 1, 2016.
 - The eMuseum online collections database project is in progress and a first draft of the site is projected to be available for staff review by June 24, 2016. B. Abney stated that if the site functions properly, it will be sent to members of the Board for testing and feedback.
 - The Museum Collections Committee is on summer break for the months of July and August.

Agenda Item 7 – Museum Collections Committee Report - Discussion and possible action on committee report recommendations

- Written report for June provided.
- Jennifer Wagner reported on the following to the Board:
 - There are four provisional deposits.
 - There are two new provisional deposits including pieces of the rubber bladder from the recently replaced Tempe Town Lake dam, as well as planning documents and photographs from the construction of the Tempe Center for the Arts (TCA).
 - There are no recommended acquisitions.
 - There is one outgoing loan to the TCA consisting of prints, slides and negatives for the facility's STEAM exhibit.
 - There is one incoming loan consisting of train artifacts for use in the upcoming *Trains of Tempe* exhibit.
 - There are no action items that require the Board to vote.

Agenda Item 10 – Board Members' Announcements

- None

Agenda Item 11 – Adjournment

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:05 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, September 7, 2016 at 5:30 PM in the Tempe Public Library – 2nd Floor Board Room.

Prepared by: Amanda Martin

Reviewed by: Brenda Abney

Approval signature: History Museum and Library Advisory Board Member