



**Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, September 7, 2016**

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, September 7, 2016, within the Tempe Public Library – 2nd Floor Board Room, 3500 S. Rural Rd., Tempe, AZ.

(MEMBERS) Present:

Virginia (Ginny) Sylvester (Chair)
John Linda (Vice-Chair)
David Huizingh
Mary O'Grady
Gail Rathbun
Joaquin Rios (Arrived at 5:38 p.m.)
Jacque Tobias

(MEMBERS) Absent:

Margaret (Peggy) Moroney
Jennifer Wagner

City Staff Present:

Clay Workman, Supervisor of Operations, Tempe Public Library
Brenda Abney, Museum Manager, Library and Cultural Services
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:

Kathy Husser, new Deputy Director, Tempe Public Library

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 – Introduction of the new Library Deputy Director

- Clay Workman introduced new Tempe Public Library Deputy Director, Kathy Husser, to the Board.
- Kathy starts in her new position on Monday, September 19, 2016.

Agenda Item 4 – Approval of the June 15, 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 June 15, 2016.

MOTION: Gail Rathbun made a motion to approve the June 15, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.

SECOND: John Linda seconded.

DECISION: The June 15, 2016 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

Agenda Item 5 – Friends of the Tempe Public Library Report:

- None

Agenda Item 6 – Staff Reports:

- Library Report – Clay Workman reported on the following to the Board:
 - Results from the FY 2015-16 Customer Satisfaction Survey were provided to the Board; the survey covered the following areas: information source, customer service, facility, equipment, instructor/performer, program quality, recommend to others, leaving with new skills, patron residences, programs attendance by age and Tempe survey responders by zip code.
 - C. Workman noted that 250 people participated in the survey.
 - C. Workman provided a status review of the Library's radio frequency identification system (RFID) conversion project.
 - The Library hired a new Library I position.
 - Library's Circulation Services Coordinator Theresa Ituarte is retiring in October 2016.
 - The family computing section of the Youth Library has been sectioned off, and will be enclosed and converted into The John Gannon Literacy Center. Workman added that the project is still in the planning stage and that public donations will soon be accepted to help move the project forward.
 - Outreach Services Coordinator Nick Escalante is developing classes to be offered through the Library that closely align with the Mayor's initiative for developing a dementia-friendly city.
 - The Library hosted an author event with J.A. Jance on September 6.
- Museum Report – Brenda Abney reported on the following to the Board:
 - The lineups for the fall 2016/winter 2017 Performances at the Museum and 3rd Thursday program series are complete.
 - The last day to view the Legend City exhibit is October 2, 2016.
 - An August 26, 2016 web article on www.onlyinyourstate.com has resulted in the online Legend City exhibition video going from a few hundred views for the year to nearly 10,000 views in the span of one month.
 - A quilt exhibit is currently on display in the Museum's Community Room. The exhibit is available for viewing through October 2, 2016.
 - Museum staff is in the process of organizing and cleaning various storage areas within the Museum to allow for better separation between collections, exhibits, events and education items. B. Abney explained that the purpose of organizing Museum storage areas is to prepare for an upcoming American Alliance of Museum accreditation site visit.

- Tempe City Council passed a resolution in support of the Museum. B. Abney added that the resolution is a necessary component of the Museum's process to become accredited.
- The eMuseum online collections database project is in the final stages of development and will be made available to the public by the end of September.
 - B. Abney noted that Museum staff and volunteers are working aggressively to update over 30,000 records in The Museum System (TMS) database, which is connected to and will automatically update content within eMuseum.
 - Abney encouraged Board members to explore the eMuseum site when it goes live, and email her with any updates or errors.

Agenda Item 7 – Board and Commission Annual Report information

- A draft template of the Board and Commission Annual Report was provided to the Board.
 - Brenda Abney reminded the Board of the new Council-directed Board and Commission Annual Report, which must be submitted to the City Clerk's office in November.
 - Board members reviewed the report template and discussed possible answers for the following sections: Mission Statement, Accomplishments, and Goals Related to City Council Strategic Priorities.
 - The Board plans to continue discussing the report at the October 5 meeting.

Agenda Item 8 - Museum Disaster Preparedness Plan update

- An updated *Museum Disaster Preparedness Plan* was provided to the Board.
 - Brenda Abney explained to the Board that the *Museum Disaster Preparedness Plan* has been updated by Museum staff to include two historic properties, the Petersen House and Elias-Rodriguez House, as well as current staffing and contact information. B. Abney noted that updating the document is a necessary part of the Museum's accreditation process.
 - John Linda noted that on page 81 under Appendix J.1 line 10, "Deputy Director Cult. Serv. Barbara Roberts..." should be changed to "Deputy Director Cult. Serv. Ralph Remington..."
 - B. Abney stated that due to editing, the plan's page numbers are no longer accurate and the index will need to be updated.

MOTION: Mary O'Grady made a motion to approve the recommended *Museum Disaster Preparedness Plan*, with the conditions that "Barbara Roberts" be changed to "Ralph Remington" under Appendix J.1, and the index updated to reflect correct page numbers.

SECOND: Joaquin Rios seconded.

DECISION: *The Museum Disaster Preparedness Plan* was approved, with the conditions that "Barbara Roberts" be changed to "Ralph Remington" under Appendix J.1, and the index be updated to reflect correct page numbers.

Agenda Item 9 - Museum Collections Policy and Code of Ethics update

- An updated *Museum Collections Policy and Code of Ethics* document was provided to the Board.
 - Brenda Abney explained to the Board that the *Museum Collections Policy and Code of Ethics* has been updated by Museum staff to include two historic properties, the Petersen House and Elias-Rodriguez House. B. Abney noted that updating the document is a necessary part of the Museum's accreditation process.

- B. Abney stated that due to editing, the document's page numbers are no longer accurate and the index will need to be updated.

MOTION: Gail Rathbun made a motion to approve the updated *Museum Collections Policy and Code of Ethics*, with the condition that the index be updated to reflect correct page numbers.

SECOND: Joaquin Rios seconded.

DECISION: The *Museum Collections Policy and Code of Ethics* was approved, with the condition that the index be updated to reflect correct page numbers.

Agenda Item 10 – Board Members' Announcements

- David Huizingh recommended the book *A Brief History of Phoenix* by Jon Talton to members of the Board.

Agenda Item 11 – Adjournment

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 7:07 p.m.

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

Prepared by: Amanda Martin

Reviewed by: Brenda Abney and Clay Workman

 11-2-16
Approval signature: History Museum and Library Advisory Board Member