



**Minutes  
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD  
Wednesday, November 2, 2016**

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

***\*Revised as Noted\****

**(MEMBERS) Present:**

Virginia (Ginny) Sylvester (Chair)  
John Linda (Vice-Chair)  
David Huizingh  
Mary O'Grady  
Jennifer Wagner

**(MEMBERS) Absent:**

Margaret (Peggy) Moroney  
Gail Rathbun  
Jacque Tobias  
Joaquin Rios

**City Staff Present:**

Kathy Husser, Deputy Community Services Director, Library Services  
Brenda Abney, Tempe History Museum Manager  
Amanda Martin, Administrative Assistant, Tempe History Museum

**General Public Present:**

Vic Linoff, Tempe Historical Society President

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

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:45 p.m.

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

- None

**Agenda Item 3 – Approval of the September 7, 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 September 7, 2016.

- MOTION: John Linda made a motion to approve the September 7, 2016 History Museum and Library Advisory Board Meeting Minutes as presented.
- SECOND: David Huizingh seconded.
- DECISION: The September 7, 2016 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

**Agenda Item 4 – Approval of the October 5, 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 October 5, 2016.
- John Linda noted that under Agenda Item 6 - Staff Reports, “Tempe Food Bank” should be changed to “Tempe Community Action Agency’s Food Pantry.”

- MOTION: Jennifer Wagner made a motion to approve the October 5, 2016 History Museum and Library Advisory Board Meeting Minutes with the noted change.
- SECOND: John Linda seconded.
- DECISION: The October 5, 2016 History Museum and Library Advisory Board Meeting Minutes were approved with the noted change.

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

- Vic Linoff reported on the following to the Board (on behalf of Friends Bookstore Manager, Vicki Linoff):
  - The Friends of the Tempe Public Library is hosting a bag sale November 5. There will be a raffle during the event, with all proceeds going to the Friends organization to help support various library programs and activities.

**Agenda Item 6 – Tempe Historical Society Report:**

- Vic Linoff reported on the following to the Board:
  - The Tempe Historical Society (THS) annual Lunch Talk series starts November 9 with guest speaker Marshall Trimbull. This year’s series is sponsored by Friendship Village, allowing THS to provide a small honorarium to guest speakers, as well as enhanced refreshments.
  - THS is hosting the annual Larry Campbell Tree of Lights fundraiser where a \$10 ornament can be purchased in honor or memory of an individual. A Tree of Lights reception for donors and honorees is scheduled to occur December 4.
  - THS has been increasing its online presence with a new website and email system.

**Agenda Item 7 – Staff Reports:**

- Library Report – Kathy Husser reported on the following to the Board:
  - Interviews will be held for the Library’s vacant Support Services Supervisor position on November 22.
  - The radio frequency identification (RFID) book drop machine has been assessed and calibrated by the vendor, and is now running smoothly.
- Museum Report – Brenda Abney reported on the following to the Board:

- The site visit for the Accreditation Review team has been scheduled for **December 14 and 15**. Members of the Board will have an opportunity to meet and speak with the two reviewers.
- The museum and I.T. department have completed the eMuseum project. This online database gives access to the collection from any computer or device. The information can be accessed from the museum web page through the “Online Collection” menu option. The direct path is <http://emuseum.tempe.gov>.
- Housekeeping continues in Collections to remove plastic and other incompatible materials from historic items. More work sessions in collections and exhibits are needed prior to the accreditation site visit at the museum and two historic properties, the Petersen House and Elias-Rodriguez House.
- The museum’s “Haunted Time Warp” lobby exhibit ran October 7 - October 31 was well-received by the community. This was the first Halloween-themed lobby exhibit created by museum staff.
- The museum’s featured exhibit “Trains of Tempe” will be located in the changing exhibits gallery November 10, 2016 – October 8, 2017. B. Abney added that a companion exhibit located in the Community Room titled “Train Stories,” will run November 10, 2016 – January 29, 2017.
- The museum’s 5<sup>th</sup> grade tour program, in partnership with Tempe School District 3, has started for the 2016-17 season. Abney stated that new hands-on elements have been added to each section of the tour.
- The museum’s active fall lineup of programs includes the Performances at the Museum and Third Thursday series, as well as gallery openings, lunch talks and creative events.

**Agenda Item 8 – Reconsideration of Non-Residence Library Card Fee – Discussion and possible action**

- A document outlining the non-residence library card fee was provided to the Board.
  - Kathy Husser stated that non-Maricopa County residents are currently assessed a \$30 fee to obtain a Tempe Public Library card. K. Husser explained that a patron requested the \$30 library card fee to be waived for non-Maricopa County residents who work or attend school in Tempe.
  - Husser noted that if approved, non-Maricopa County residents seeking the fee waiver would be asked to provide a pay stub, piece of mail, current report card, and/or student ID when applying for a library card. Husser added that individuals who are granted the waiver would be required to provide current employment or student status verification to renew their library card each year.
  - Virginia (Ginny) Sylvester questioned why the library card fee is \$30 instead of \$40. Brenda Abney explained that any changes to the library card fee would have to be presented to Tempe City Council for review and approval.
    - K. Husser clarified that the fee exception to non-Maricopa County residents doesn’t require City Council approval.
  - Mary O’Grady suggested that the library card fee be increased from \$30 to \$40.

MOTION: Mary O’Grady made a motion to approve the Tempe Public Library’s recommended \$30 library card fee waiver for non-Maricopa County residents who work or go to school in Tempe as presented.

SECOND: John Linda seconded.

DECISION: The recommendation to waive the Tempe Public Library’s current \$30 library card fee for non-Maricopa County residents who work or go to school in Tempe was approved as presented.

- MOTION: Mary O'Grady made a motion to for the Tempe Public Library's library card fee to be increased from \$30 to \$40, and that the recommended increase be presented to Tempe City Council for consideration and approval.
- SECOND: John Linda seconded.
- DECISION: The Board suggested and approved a motion to increase the Tempe Public Library's non-Maricopa County resident library card fee from \$30 to \$40, and that the recommended increase be presented to Tempe City Council for consideration and approval.

**Agenda Item 9 - Recommended Library Closure for All Staff Training Day in April, 2017 – Discussion and possible action to approve Library closure**

- A proposed agenda for a library staff training day was presented to the Board.
  - Kathy Husser proposed a one-day closure of the Tempe Public Library to allow for an all-staff training day. K. Husser added that the closure is proposed for April 27, 2017.
  - Husser stated that the training day schedule would include a library motivational speaker, employee recognition awards, and workshops focusing on different topics which may include: ADA, Business Resource Innovation Center (BRIC), College Connect and STEM/STEAM. Husser confirmed that current library volunteers would be eligible to participate in the training day.
  - Husser informed the Board that if the facility closure and training day is approved, she will approach all other departments housed within the library to receive approval for the closure.
  - John Linda recommended building a five-minute activity transfer time into the training schedule.
  - Husser explained that the April 27 date was chosen because it is anticipated to be the least-busy day of the year, and that scheduling the training beyond April 27 may interfere with summer programming.
  - Husser noted that the library's website will remain active for digital downloads, and that Tempe Library staff can direct patrons to other local libraries open on April 27.

- MOTION: Jennifer Wagner made a motion to approve the recommended Tempe Public Library closure on April 27, 2017 for an all-staff training day.
- SECOND: John Linda seconded.
- DECISION: The Board approved the recommended one-day Tempe Public Library closure on April 27, 2017 for an all-staff training day.

**Agenda Item 10 - Board and Commission Annual Report – Discussion and possible action to approve annual report**

- A draft of the proposed 2016 History Museum and Library Advisory Board Annual Report was provided to the Board.
  - Members of the Board suggested the following changes to the 2016 History Museum and Library Advisory Board Annual Report: replacing Ralph Remington with Kathy Husser in the staff contact section; ensuring capitalization is consistent throughout the document; removing "of" and changing "affect" to "affecting" in the "Accomplishments" section; re-configuring Priority #4 under the "Goals" section.
  - Amanda Martin noted that the report will be updated to include all actions taken by the Board in the November 2, 2016 meeting.

MOTION: John Linda made a motion to approve the proposed 2016 History Museum and Library Advisory Board Annual Report with revisions as noted.  
SECOND: Jennifer Wagner seconded.  
DECISION: The 2016 History Museum and Library Advisory Board Annual Report was approved with revisions as noted.

**Agenda Item 11 – Museum Collections Committee report**

- Jennifer Wagner reported on the following to the Board:
  - There are currently 13 provisional deposits.
  - There is 1 new provisional deposit.
  - There are no recommended acquisitions at this time.
  - There is 1 incoming loan.

**Agenda Item 12 – Board Members' Announcements**

- None

**Agenda Item 13 – Adjournment**

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:40 p.m.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, December 7, 2016 at 5:30 PM in the Tempe History Museum - Board Room.

Prepared by: Amanda Martin  
Reviewed by: Brenda Abney and Kathy Husser

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Approval signature: History Museum and Library Advisory Board Member