Tempe

Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, December 7, 2016

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, December 7, 2016, within the Tempe History Museum Board Room, 809 E. Southern Ave., Tempe, AZ.

(MEMBERS) Present:
Virginia (Ginny) Sylvester (Chair)
John Linda (Vice-Chair)
Margaret (Peggy) Moroney
Mary O'Grady
Gail Rathbun
Jacque Tobias
Jennifer Wagner

(MEMBERS) Absent:
David Huizingh
Joaquin Rios

City Staff Present:
Kolby Granville, Councilmember
Brenda Abney, Administrator, Tempe History Museum
Clay Workman, Supervisor, Tempe Public Library
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:
None

Agenda Item 1 - Call to Order:

- Virginia (Ginny) Sylvester, History Museum and Library Advisory Board Chair, called the meeting to order at 5:32 p.m.

Agenda Item 2 - Call to the Audience:

- Virginia (Ginny) Sylvester welcomed Councilmember Kolby Granville to the meeting.

Agenda Item 3 – Approval of the November 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 November 2, 2016.
- John Linda noted that under Agenda Item 6, the word "is" should be removed from the first sentence of the first bullet-point.
- V. Sylvester stated that under Agenda Item 9, the words "and that" were repeated in the last bullet-point.
- Jennifer Wagner noted that days and months should be consistently either abbreviated or spelled-out.

MOTION: John Linda made a motion to approve the November 2, 2016 History Museum and Library Advisory Board Meeting Minutes with noted revisions.
SECOND: Jennifer Wagner seconded.
DECISION: The November 2, 2016 History Museum and Library Advisory Board Meeting Minutes were approved with noted revisions.

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

- None

Agenda Item 5 – Tempe Historical Society Report:

- None
- Jennifer Wagner requested that Friends of The Tempe Public Library and Tempe Historical Society reports be included in staff reports at each History Museum and Library Advisory Board meeting, or emailed to Board members after each meeting if either organization is unable to have a representative present.

Agenda Item 6 – Staff Reports:

- Library Report - Clay Workman reported on the following to the Board (on behalf of Kathy Husser):
    - There has been interest throughout the Community Services Complex in permanently re-opening the library's north door entrance. Workman also stated that an Orbit bus stop may be re-located to an area behind the library which would increase pedestrian traffic near the north door.
        - C. Workman explained that if the door is re-opened it would be advisable to install an updated security gate at that entry point. Workman added that vendor MK Solutions provided a quote of $12,500 for a new entry gate and installation. Workman noted that funding is available for the gate but that City Council approval is needed to move forward with the project.
        - Workman stated that if approved, installation of the security gate is projected for spring 2017.
        - Workman shared with the Board that hours of operation for the north door entry may coincide with the library's opening hours, and would be closed when the library closes or at sunset, whichever occurs first.
        - Workman noted that although theft through the north door is still a concern, new RFID equipment and increased security presence are anticipated to help keep theft at a lower rate than when the door was previously open.
        - Brenda Abney noted that traffic between the library and museum has been affected as a result of the north door closure.

- Workman stated that the Board-approved library card fee waiver for non-Maricopa county resident who work or attend school in Tempe is scheduled for implementation starting January 3, 2017.
- Workman explained that City Council may need to approve the Board-recommended non-Maricopa County resident library card fee change from $30 to $40.
- Workman announced that the library will be closed until 2 p.m. on April 27, 2107 for the all-staff training day. Workman added that the library will re-open to the public that day from 2-5 p.m.
- Workman stated that the library is expanding its partnership with Banner Health to host monthly lecture programs specifically for caregivers of patients with memory loss as part of Tempe's dementia-friendly city initiative. The program series starts January 11, 2017. Workman noted that these programs will be offered in addition to the weekly Memory Café programs currently held on Wednesdays in the library's TLC classroom.
- Workman announced that the library is currently recruiting for a Youth Librarian position, and that second interviews for the library's Support Services Supervisor position are scheduled for December 9, 2016.

- Museum Report – Brenda Abney reported on the following to the Board:

  - The museum's accreditation site visit is scheduled for December 13-16, 2016. Two peer reviewers from American Alliance of Museums will meet with museum staff, as well as History Museum and Library Advisory Board Chair Ginny Sylvester and Vice-Chair John Linda. B. Abney invited the other Board members to attend the December 15 meeting.
  - The city's Facility Maintenance Services upgraded security to Collections storage areas in light of the accreditation visit, including the installation of two card scanners and five new door locks. To be in compliance with national museum standards, access to Collections areas must be strictly controlled and monitored.
  - A number of items loaned for the Legend City exhibit have been returned to their owners. The museum currently has 14 provisional deposits on hand for consideration by the Collections Committee at their January 17, 2017 meeting.
  - The museum's exhibit gallery cases have been cleaned both inside and out. Items most at risk for degradation from being on display for lengthy periods of time, primarily paper and textiles, have been rotated out and will be placed back in storage. Reproductions and other items from collections or archives will take their place. A few gallery sections received new exhibit text and photo panels.
  - The museum's Community Room Exhibit "Train Stories" was created by a museum intern under the guidance of staff and will be on display through January 29, 2017.
  - Trains of Tempe, the museum's featured exhibit will be on display through October 8, 2017. The exhibit's November 10, 2016 opening was a great success and visitors had a wonderful time listening to Arizona historian Marshall Trimble and music by Mr. Mudd and Mr. Gold. 154 guests attended the opening and 500 more have since visited the exhibit.
  - The last 5th grade school tour this year for Tempe District 3 is December 8. Students and teachers have responded positively to new hands-on activities in each section. Approximately 350 students from nine, 5th grade classes have completed the tour since October, 2016. 4th grade tours will begin at the Petersen House Museum in January 2017.
  - Four museum-hosted events are scheduled for January 2017, and due to additional programming by the African American Advisory Committee, the museum will offer 11 free public programs in February.

Agenda Item 7 – Review Tempe History Museum Mission Statement, Vision Statement and Strategic Plan:

- Brenda Abney provided the Board with the museum's Mission and Vision Statements, Strategic Plan and American Alliance of Museum's *Characteristics of Excellence*:
    - B. Abney explained to the Board that the accreditation review team will observe whether or not museum staff and Board members are involved in the museum's strategic planning process and are aware of the museum's mission and vision.
    - Abney reminded Board members of their February 2016 approval to take part of the museum's Vision Statement and turn it into its Mission Statement.
    - Abney stated that a majority of items on the museum's current Strategic Plan have been accomplished. Abney added that staff will continue to work toward completing items on the current plan, as well as review and update the museum's vision and values in early 2017. Abney explained that there will be a focus to align new strategies and goals with those of the Community Services Department and City Council.

Agenda Item 8 – Museum Collections Committee report:

- A report was provided to the Board.

Agenda Item 9 – Board Members' Announcements:

- Margaret (Peggy) Moroney encouraged Board members to visit the Petersen House Museum during open weekends in December.
- John Linda shared with the Board that he attended memorial services for local artist Richard Nearing.

Agenda Item 10 – Adjournment:

- Chair Virginia (Ginny) Sylvester adjourned the meeting at 6:24 p.m.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, January 4, 2017 at 5:30 PM in the Tempe Public Library – 2nd Floor Board Room.

Prepared by: Amanda Martin
Reviewed by: Brenda Abney and Clay Workman

Ginny Sylvester
Approval signature: History Museum and Library Advisory Board Member