



City of Apache Junction, Arizona

Meeting Minutes Library Board

Meeting Location:
City Council Chambers
at City Hall
300 E. Superstition Blvd.
Apache Junction, AZ 85119

www.ajpl.org
P: (480) 474-8555

Thursday, September 10, 2020

6:30 PM

City Council Chambers at City Hall

A. Call to Order

Vice Chair Schoenbeck called the meeting to order at 6:30pm.

B. Pledge of Allegiance

Vice Chair Schoenbeck led the Pledge of Allegiance.

C. Roll Call

Present: 4 - Vice Chair Schoenbeck
Boardmember Borey
Boardmember Graves
Boardmember Walters

Excused: 1 - Boardmember Biggs

D. Acceptance of Agenda

Board Member Walters moved to accept the agenda as presented. Board Member Borey seconded the motion.

Yes 4 - Vice Chair Schoenbeck, Boardmember Borey, Boardmember Graves, and Boardmember Walters

No 0

Excused 1 - Boardmember Biggs

E. Acceptance of the Minutes for November 14, 2019 Regular Meeting and June 18, 2020 Special Meeting

Board Member Walters moved to accept the minutes from the November 14, 2019 regular meeting and the June 18, 2020 special meeting. Board Member Borey seconded the motion.

Yes 4 - Vice Chair Schoenbeck, Boardmember Borey, Boardmember Graves, and Boardmember Walters

No 0

Excused 1 - Boardmember Biggs

F. Call to the Public

None

G. Correspondence and Communications

1. [20-439](#) Library Board of Trustees appointments and reappointments.

Director Harrison updated everyone that appointments and reappointments are due to expire October 31, 2020. Applications are due by Tuesday, September 15, 2020. At the November meeting there will be three new members on the board and the annual election of officers will be held at that time.

2. [20-440](#) Receipt of the Glenn Perkins Educational Foundation donation of \$20,000.

Director Harrison provided an update. Those who were on the board back in 2017 may recall the receipt of our first donation of the Glenn Perkins Trust. At that time, a motion was unanimously approved to accept any and all donations from said trust, notify city council of any donations and send a thank you note from the Library Board and the staff for any donations received in the future. Each year since 2017, we have received a check from what is now known as the Glenn Perkins Educational Foundation. The library received the check on July 2, 2020 and the city council will be notified of the donation at their next meeting on Tuesday, September 15, 2020. A thank you letter signed by the mayor will be mailed to the foundation as well. Director Harrison read the letter that would be sent to the Glenn Perkins Educational Foundation on behalf of the Library Board. Glenn Perkins was a past winter resident of the Apache Junction area. It has not yet been determined how funds will be used due to present day circumstances related to the coronavirus pandemic. Further discussions will take place at a future board meeting.

H. Librarian's Report

Director Harrison reported that on August 3, 2020 the library went fine free. This includes no charges for overdue fines in addition to eliminating fines from current library accounts for all patrons that are Apache Junction library card holders. Response from the public has been very positive. The word is getting out and some lost items from long ago have been returned.

Director Harrison advised the board that she had applied for and received three CARES Act grants from the Arizona State Library. Funds were made available for libraries in Arizona to prevent, prepare for and respond to the coronavirus pandemic. The grants were awarded in three separate phases. As part of phase one, the CARES Express grant, we received an advanced virtual engagement tool kit for virtual programming. The toolkit included a 4k camera, microphone, filmmaking kit and accessories including storage bag and cables all valued at about \$1,000.00. Those items will be used for filming and making Facebook videos and the like.

Vice Chair Schoenbeck asked if this equipment would be available to the public.

Director Harrison responded that the equipment could be used in the studio for patrons who wanted to do audio/video recording in-house.

As part of phase two, the CARES Expanded grant, we received mobile WI-FI hotspots. Mobile WI-FI hotspots are small boxed units that provide WI-FI access on the go. The request included 15 hotspots with a year of unlimited data. The first 12 hotspots would circulate to the public while the other three hotspots would be used on the Fun Van bookmobile. The Fun Van would be used to travel around the community, offering WI-FI assistance to people in areas where there is a need for WI-FI access. Patrons will be able to park in a parking lot where the bookmobile is located and access WI-FI while there. Within three days of availability all 12 WI-FI

hotspots checked out for a 28 day period. These hotspots provide 20 gigs of data renewed each month. We are able to turn off service on the hotspots if they are not returned to the library in a timely fashion. Updates will be provided to the board on how the program continues. The bookmobile will begin travel within the community next week. Arrangements have been made with some churches and city parks to allow parking of the bookmobile on their property for a couple of hours per day. Books will be available on the bookmobile in addition to library card applications and information to the public about other library services.

Board Member Walters inquired as to how patrons learn about this service. Information on where and when these WI-FI hotspots are available is on the library website at www.ajpl.org and the library Facebook page at www.facebook.com/alibrary/.

Vice Chair Schoenbeck asked if we needed additional locations.

Director Harrison stated that we are always in need of locations as we are not sure how successful the current locations will be.

Vice Chair Schoenbeck stated that the Mountain View Lutheran Church in Apache Junction has a large parking lot and could possibly host the bookmobile.

Director Harrison indicated that she would get in touch with the church.

The final phase was the CARES Supplemental grant. Funds for technology were received to help fill in some digital infrastructure gaps.

If you have been to the library recently you may be aware of our drive-up window which has been very successful. When you pull up to the drive up window there is new technology available where a patron is prompted to press a doorbell button next to the drive up window that sends a ringtone to a mobile phone inside the staff area of the library. This allows staff members to continue to work at their desk or in another part of the library while carrying the mobile phone with them, and they can quickly respond to the doorbell. One challenge with this feature is that some areas of the library do not have the digital infrastructure needed to maintain a consistent WI-FI signal. Since the start of COVID-19, it has become very popular for public libraries to offer WI-FI access in their parking lots, especially after business hours. Patrons are parking in these lots so they can get free WI-FI access since places like coffee shops and restaurants have closed their doors and free WI-FI was no longer available at these locations. The library does have some WI-FI access in our parking lot but it is not good enough to provide great access. This supplemental grant will provide four WI-FI access points to enable improved internet access throughout the library parking lots and one indoor access point for the library staff area to improve the signal range for the doorbell. Total cost for the WI-FI access points with licensing is \$8,300.00. The Apache Junction Public Library is one of 23 libraries in the state to be awarded this grant and only one of two Pinal County libraries to receive all three levels of the CARES Act grants.

Director Harrison provided an update on implemented actions related to COVID-19. Access to physical materials and digital products continued through the use of our drive-up window. Since reopening our doors in early June, we have limited patron capacity within the library. Much of the available seating has been removed and there is only a scattering of tables and chairs across the building so as not to encourage patrons to spend too much time inside the library. Signs are posted around the library limiting computer access to one hour daily. Browsing materials has also been limited to one hour daily. Computers are cleaned before and after use in addition to a

staff roamer who goes around the building every hour making sure high touch areas are cleaned.

Director Harrison presented some graphs to show library use comparisons in different areas from April through August 2019 and April through August of 2020.

Chart #1 is the Patron Use Comparison - April to August 2019/2020. Patron use includes drive-up transactions, dropping off of materials and calls made to our central call center in addition to in-person door count visits.

Chart #2 is Drive Up Window stats - April to August 2020 only. There was no drive-up available in 2019.

Chart #3 is Circulation of Physical Materials 2019/2020 comparison. This includes all physical materials available for checkout.

Chart #4 is Digital Checkouts of Materials 2019/2020 comparison which includes all digital items available for checkout such as the Cloud Library, Greater Phoenix Digital Library, Hoopla, Freegal, RBDigital and more.

Director Harrison updated the board on library programming. Programs continue in very small groups, remaining socially distant and requiring masks be worn. We have started a new homebound book program called "Books by Mail." This program allows patrons in Apache Junction, San Tan Valley and Gold Canyon to request up to three large print books be mailed to their home for free. Patrons are provided with a return mail bag to send books back to the library.

Vice Chair Schoenbeck asked if we were cross referencing with the Parks & Recreation department and who they deliver senior meals to as a way to inform possible homebound patrons who may not be aware of this service.

Director Harrison stated that was a great idea and she would check into doing that.

I. Old Business

None.

J. New Business

None.

K. Requests for Future Agenda Items

None.

L. Adjournment

Meeting adjourned at 7:03pm.

Acting President