



# 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

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Thursday, January 14, 2021

6:30 PM

City Council Chambers at City Hall

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### A. Call to Order

Chairman Graves called the meeting to order at 6:30pm

### B. Roll Call

Present:           7 -     Boardmember Borey  
                                  Boardmember Graves  
                                  Boardmember Walters  
                                  Boardmember Barlett  
                                  Boardmember Wine  
                                  Boardmember Krause  
                                  Boardmember Rajski

### C. Acceptance of Agenda

Secretary Krause moved to accept the agenda as presented. Boardmember Wine seconded the motion.

Yes                   7 -     Boardmember Borey, Boardmember Graves, Boardmember Walters,  
                                  Boardmember Barlett, Boardmember Wine, Boardmember Krause, and  
                                  Boardmember Rajski

No                   0

### D. Acceptance of Minutes for the December 10, 2020 Regular Meeting

Vice Chair Barlett moved to accept the minutes from the December 10, 2020 regular meeting. Boardmember Walters seconded the motion.

Yes                   7 -     Boardmember Borey, Boardmember Graves, Boardmember Walters,  
                                  Boardmember Barlett, Boardmember Wine, Boardmember Krause, and  
                                  Boardmember Rajski

No                   0

### E. Call to the Public

None

### F. Correspondence and Communications

None

### G. Librarian's Report

Director Harrison provided a brief summary of the monthly report for December. We are working with AARP tax preparers and are hoping they will be able to do tax preparation for

patrons come February. Interaction with patrons will be a virtual, low contact model. Appointments are required and will run 15 minutes per taxpayer. All documentation and identification will need to be provided and verified. Documents will be scanned at the library and tax preparation will be done remotely by AARP tax preparers. Any additional interaction will be virtual or via telephone. Upon completion, the taxpayer will be contacted to return to the library for a final 15 minute appointment and to sign off on their returns. Tax payers must wear a mask or shield and tax volunteers will be sanitizing and washing hands between every appointment in addition to socially distancing themselves from the taxpayer during appointments. As soon as we have heard back from AARP, we will be scheduling appointments. Boardmember Borey requested flyers to provide to patrons at the Chamber of Commerce. Director Harrison will have flyers prepared next week. There are new developments with the mobile library. We will be providing free wi-fi and checking out hotspots to patrons in addition to having books on board and craft bags for kids. In February we will be partnering with the Apache Junction Unified School District. This will take place on the second and fourth Wednesdays at Four Peaks between 7:30am-9am. We will be there at that time to let them know the library is open. They will be able to get library cards, renew cards or check out books. We will be at the high school between 3:30pm-5pm.

Director Harrison discussed the requests that Boardmember Krause had made at the last meeting in December. The first request was in regards to a library who had purchased a UV light sanitation machine that claimed to kill the coronavirus. It was approximately \$5000 for the machine. Director Harrison researched the make, model and manufacturer and the stated claims of the product. The company did not necessarily say that the machine could kill the coronavirus. Director Harrison was not satisfied with the research in terms of spending that much money on a product that was not 100% proven to work. It is something we will keep investigating for the future. The second item was concerning helping patrons to find side gigs and/or side hustles/jobs. Administrative Assistant, Sencie Brown, volunteered to do research. We did find there are many different ways to make money on the side. Some of the investigated methods were doing online surveys which could earn gift cards or cash. Another popular method was transcription. There are various companies hiring, however they do require applicants to study and test their skills prior to being selected. Director Harrison also discussed with the Adult Services supervisor Vicki Duraine ways we could think of to get this information out to people. Options such as videos on demand, Facebook Live, Zoom or even listing bibliographies of different links where one could go and investigate on their own were some of the ideas discussed.

## H. Old Business

None

## I. New Business

1. [20-687](#) Library procedures revisions and possible addition of equipment and use charges.

Discussion and possible vote on revisions to the library procedure manual and addition of equipment and use charges.

**Boardmember Borey moved to approve the revisions to the library procedures manual and the addition of equipment and use charges. Boardmember Rajski seconded the motion.**

**Yes**                      7 -      Boardmember Borey, Boardmember Graves, Boardmember Walters,  
Boardmember Barlett, Boardmember Wine, Boardmember Krause, and  
Boardmember Rajski

**No**                         0

Supervisor Trish Pelletier went through library procedures, the revisions and the addition of equipment and use charges. Boardmember Barlett stated that he knew during the pandemic there were some fees being waived and asked if any of the changes to the library procedures would override the fees being waived or is there a certain date that they would be waiving fees until. Supervisor Pelletier stated that the library no longer charges late fees. The only fees are for services like making copies or for items that have not been returned. Boardmember Barlett asked if that was for a certain time just because of the pandemic or from now on. Supervisor Pelletier stated that fees as she discussed is something we have had in place for a number of years.

Director Harrison reviewed changes to the circulation policy that will be made. These changes are needed so that they will align with the changes just made in the library procedures. Director Harrison will modify the library procedures, requirements to obtain a library card, line item #2 to more clearly define the reciprocal borrowing area as the "Apache Junction city limits that lie in Maricopa County."

#### **J.      Requests for Future Agenda Items**

None

#### **K.      Adjournment**

Chairman Graves asked for a motion to adjourn. Vice Chair Barlett made a motion to adjourn the meeting. Boardmember Wine seconded the motion.

Meeting adjourned at 7:17pm.

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Samuel Graves  
Chairman