



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, January 13, 2022

6:30 PM

City Council Chambers

A. Call to Order

President Krause called the meeting to order at 6:30pm

B. Roll Call

Present: 7 - Boardmember Borey
 Boardmember Walters
 Boardmember Wine
 Boardmember Krause
 Boardmember Rajski
 Boardmember Hall
 Boardmember Kruser

C. Acceptance of Agenda

Vice President Hall moved to accept the agenda. Boardmember Borey seconded the motion. All members present were in favor.

D. Acceptance of Minutes for the December 9, 2021 Regular Meeting

Boardmember Kruser moved to accept the minutes as presented. Secretary Wine seconded the motion.

Yes 7 - Boardmember Borey, Boardmember Walters, Boardmember Wine, Boardmember Krause, Boardmember Rajski, Boardmember Hall, and Boardmember Kruser

No 0

E. Call to the Public

None

F. Correspondence and Communications

Director Harrison welcomed Megan Carbiener as the newest member of the library staff. As the outreach librarian, Megan has been making connections in the community while also doing programs in the library. She works with both the youth services and adult services department creating and implementing programming in addition to social media and marketing. Megan discussed the "Coffee with a Cop" program held in January. This program allows the public to meet with a few police officers in an informal setting for some conversation.

G. Librarian's Report

Director Harrison discussed some new developments in the library. Strategic Planning Consultant, Toni Garvey has provided some great advice on things to consider for the strategic plan. We will be gathering data to analyze and will receive community and staff input through the

use of surveys and focus groups. Once we have gone through those surveys we will have areas to focus on for our 3-5 year plan and can then prioritize our service goals and what strategies we will use to reach those goals. The next step will be to create a strategic planning committee. The goal will be to include library staff, board members, friends of the library and members active in the community who have a passion for improving our library. We hope to start the planning committee in February.

At the last meeting we had several requests for programming ideas - a kitten room/adoption room for pets, painting of a brick or rock to make it look like a book, a "Buddy" Macaw area with pictures and possible combining of efforts with Paws and Claws to have adoptions in the park next to the library. Director Harrison has passed these suggestions on to the programming staff for their consideration. Some new programs have begun this month. The Arizona Humanities Council has speakers in the months of January and February give lectures on Arizona. Arizona Highways history was the topic of the most recent lecture. These will take place every Tuesday for the next 6-7 weeks. You can check the website for dates, times and virtual or in-person events. In the children's department we have started a beginning guitar program for ages 10 and older taught by a community volunteer guitarist.

Director Harrison provided a quarterly summary report. At the last meeting we reviewed July-September 2021 and this month we will review October-December of 2021. Patron visits have slowly increased throughout the last 3 months and so has circulation which includes total physical circulation as well as electronic content. Volunteer hours remain steady. December programs and attendance increased due to 2 programs in particular. The StoryWalk opening of December 10th as well as a holiday program day of events held on December 11th. Teen programs had a drop in attendance which is normal for this time of the year. Director Harrison also reviewed some graphs that provided a look at library statistics prior to Covid and extending through to the end of December 2021.

H. Old Business

None

I. New Business

1. [22-025](#) Discussion and possible vote on updates made to the Library Exhibit/Display policy.

Secretary Wine made a motion to approve the updates to the library exhibit/display policy.

Vice-President Hall seconded the motion.

Yes	7 -	Boardmember Borey, Boardmember Walters, Boardmember Wine, Boardmember Krause, Boardmember Rajski, Boardmember Hall, and Boardmember Kruser
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No	0	
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Director Harrison discussed the current library display policy. We have not really been working with outside organizations to do displays except for the Superstition Mountain Museum who has a permanent display case in the library. We were looking for ways that we might be able to use another display case in the youth department to do different types of displays that would be beneficial for us and the organization creating the display. Certain criteria would need to be met that was either culturally representative of our area or educational. The current policy was

revised and is now more specific to include things like what a display would look like, the type of signage to be used in the display and what would be acceptable or not in terms of advertising a product or organization. A newly created application and release form will include guidelines for how the process works. The form will include detailed information regarding the exhibitor and include a dated time frame along with an inventory and description of items exhibited. The exhibitor will also need to provide a CD or file of jpeg images so we can get an idea of what the display would look like. The display case is a locking glass case about 5-6 ft tall and 4-5 ft wide.

2. [22-026](#) Discussion and possible vote on increasing the debt collection fee for library accounts referred to the Unique Management Services Collection agency.

Boardmember Walters made a motion to increase the debt collection fee for library accounts referred to Unique Management Services. Boardmember Borey seconded the motion.

Yes 7 - Boardmember Borey, Boardmember Walters, Boardmember Wine, Boardmember Krause, Boardmember Rajski, Boardmember Hall, and Boardmember Kruser

No 0

Director Harrison stated that Unique Management Services is the collection agency used to help get our library materials back. They follow up with library users who have checked out and not returned materials. This applies to any library item 60 days overdue where the amount owed is \$81.00 or more. An additional referral bill of \$10.00 is currently added to the user record at the time the collection fee is issued. That cost covers the \$8.95 fee that Unique charges us. We received a notice from them last month that they will be increasing their \$8.95 fee to \$10.30. This means that the \$10.00 we currently add for the referral bill will not cover the increase. Director Harrison is proposing that we raise our fee from \$10.00 to \$11.00 to make up for the difference in cost we are being charged by Unique.

3. [22-030](#) Discussion on strategies to promote library services.

Boardmembers brainstormed on ideas to promote library services. Considerations were to inquire if the library calendar could be added as an insert to the Independent. Possibly cross promote library and Parks & Recreation multigenerational events, check with the post office on who might be a contact for adding a possible flyer or calendar once a month to the advertising mail packets that go out to residents, a "welcome to the neighborhood" insert of what the library has to offer when homes are completed south of the freeway, possibly sending out digital flyers by working with the local school district, sending a monthly flyer to the chamber of commerce, adding a flyer to the bulletin board at the Mall of Peddlers between Ross and Goodwill, and using a tracking survey for new users on how they found out about the library to see what promotions are working followed by asking if they would be interested in being added to a newsletter list.

J. Requests for Future Agenda Items

President Krause mentioned a video called "Childhood 2.0" on how bullying and depression in social media effects younger children and the ways you can use social media to protect your children. President Krause has already passed this information on to Penny Brumbaugh, youth librarian. Maybe the library can do a class. President Krause also suggested sign up sheets for events in case of cancellations so that participants can be contacted if needed.

K. Adjournment

President Krause adjourned the meeting at 7:54am

Pam Krause
President