

CITY OF SURPRISE
Library Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, Arizona 85374

Tuesday, August 8, 2023 @ 6:00 PM

Community Room

Meeting Minutes

A. Call to Order

B. Roll Call

Acting Chair McCarthy - Commission members, Deborah Gentry, Jamie Baker, Jill Thomsen, Kevin Perry and Lillian Nieto.

Absent: William Shields

Staff: Kathryn Smithyman – Arts, Culture & Library City Librarian, Heather Donaldson – Arts, Culture & Library Management Analyst, Sr., Kelsey Lamphier – Arts, Culture & Library Director & Hobie Wingard – Senior Assistant City Attorney.

C. Pledge of Allegiance

D. Staff Reports

Ms. Smithyman reported on the following items:

- Transition from Maricopa County Library District to City of Surprise Public Library System
- Surprise Regional Library Renovation
- Material Orders (Books, publications, etc.) – Gap Ordering and Self Processing in-house
- Library Programming (Programming Calendar, Summer Reading Program, Kickoff and Wrap-Up Events, Upcoming Programs/Events)

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Discussion and action pertaining to the selection of the Library Commission Chair.

Commissioner Gentry moved to select Commissioner McCarthy as Chair of the Library Commission. 6 Yes votes. Motion carried.

2. Discussion and action pertaining to the selection of the Library Commission Vice-Chair.

Commissioner Thomsen moved to select Commissioner Gentry as Vice-Chair of the Library Commission. 6 Yes votes. Motion carried.

3. Presentation and training on Open Meeting Laws, Conflicts of Interest, and Gifts.

Mr. Wingard provided an Open Meeting Law training for the Commission where he addressed the following items:

- Open Meeting Law Purpose
- Meeting Definition
- Rules for Communication
- Conflicts of Interest
- Gifts

4. Discussion and action pertaining to the approval of the Fiscal Year 2024 Library Advisory Commission meeting calendar.

The Commission agreed to change the monthly meetings to take place on the second Thursday of every month instead of the second Tuesday of every month due to some schedule challenges. They also asked to host the meetings at both the Surprise Regional and Asante Libraries on an alternating schedule. All Commission meetings will begin at 6:00 p.m.

Chair McCarthy moved to approve the FY2024 Library Commission meeting calendar as amended: Meetings to take place on the second Thursday of every month at the Surprise Regional and Asante Libraries on a rotating schedule. Vice-Chair Gentry 2nd – 6 yes votes – motion carried.

5. Discussion of current and future strategies as planned by the Library Division.

Ms. Smithyman discussed the following items:

- Community Needs Assessment – Determine what communities the libraries are servicing well and what communities are not being reached and how can we reach them better
- Library Services Assessment – Determine what the libraries are doing well and areas for improvement
- Library Initiatives – Commission to help prioritize initiatives and act as liaisons for their communities for community input
- Creation of Strategic Plan – Commission shared their recommendations on how best to proceed with the creation of a Strategic Plan, Goals and Core Values.

F. Other Business and Future Agenda Items:

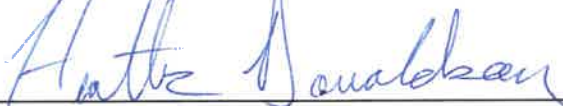
- Staff feedback on Mission and Vision as well as simple community assessment techniques
- Strategic Plan update
- Review of other City Strategic Plans and Vision and Mission Statements / Goals

G. Current Events and Reports

- Commissioner Baker shared with the Commission that the Summer Reading Program was fantastic.
- Chair McCarthy appreciates all of the Saturday programming at the libraries.

ADJOURNMENT:

Motion to adjourn at 7:22 p.m. – Commissioner Perry. Commissioner Baker 2nd. 6 Yes votes. Motion Carried.

	 Kady McCarthy, Chair
ATTEST:	 Heather Donaldson, Management Analyst – Sr.

CERTIFICATION:

I, Kathryn Smithyman, City Librarian for the City of Surprise Arts, Culture & Library Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Library Commission meeting held on August 8, 2023.

	 Kathryn Smithyman, City Librarian
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