

**CITY OF SURPRISE
Library Advisory Commission
16089 N. Bullard Ave.
Surprise, Arizona 85374**

Thursday, May 9, 2024 @ 6:00 p.m.

Surprise Regional Library

Meeting Minutes

A. Call to Order

B. Roll Call

Chair Kady McCarthy, Commission members Jamie Baker, Kevin Perry and William Shields.

Absent: Deborah Gentry and Jill Thomsen

Staff: Kelsey Lamphier – Arts, Culture & Library Director, Ashley Ware, Acting City Librarian and Karina Caraveo – Executive Management Assistant for the City Manager's Office

C. Pledge of Allegiance

D. Staff Reports

Director Lamphier reported on the following items:

- Ashley Ware is now the Acting City Librarian; will continue Branch Manager responsibilities in addition to some City Librarian tasks including commission meetings
- Librarian vacancy – posting open until May 16, 2024
- Summer Reading Program sign-ups now available; 391 Participants already signed up
- Tentative Budget Approved by City Council on Tuesday, May 7, 2024

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the April 11, 2024 Library Advisory Commission meeting minutes.

Commissioner Shields moved to approve the April 11, 2024 Library Advisory Commission meeting minutes. Commissioner Baker 2nd. 4 Yes votes. Motion carried.

2. Presentation and discussion pertaining to the Surprise Public Library Volunteer Program.

Director Lamphier provided the Commission with an update on the Surprise Public Library Volunteer Program and discussed the following items:

- Application Process
- Asante Library
 - Total Number of Volunteers
 - Asante Teen Advisory Board
 - Volunteer projects
 - Accomplishments
- Surprise Regional Library
 - Teen Advisory Board (The Bookworms)
 - Total Number of Volunteers
 - Volunteer projects
 - Accomplishments
- Direct Impacts
 - Community Engagement
 - Opportunities to receive feedback

3. Presentation and discussion pertaining to the Surprise Public Library Policies.

Director Lamphier provided the Commission with an update on the following Surprise Public Library Policies:

- Child & Youth Safety Policy
- Circulation Policy
- Code of Conduct
- Collection Development
- Homebound Delivery Service Policy
- Internet & Computer Use
- Library Display Policy
- Lost & Found
- Meeting & Study Room Reservation

E. Other Business and Future Agenda Items:

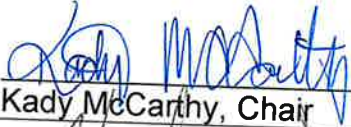
- Update on Mission and Vision Statement Publicly Posted

F. Current Events and Reports

- Library Survey
- Commission vacancy

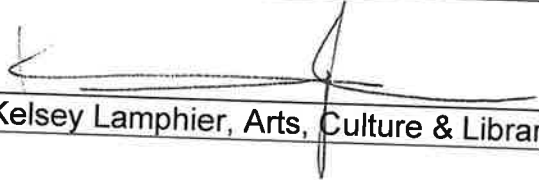
ADJOURNMENT:

Motion to adjourn at 8:16 p.m. – Commissioner Shields made a motion to adjourn. Commissioner Perry 2nd. 4 Yes votes. Motion Carried.

	 Kady McCarthy, Chair
ATTEST:	 Heather Donaldson, Management Analyst Sr. for Karina Caraveo, Executive Management Assistant

CERTIFICATION:

I, Kelsey Lamphier, Director 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 May 9, 2024

	 Kelsey Lamphier, Arts, Culture & Library Director
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