

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

Thursday, January 8, 2026 @ 6:00 p.m.

Surprise Regional Library

Meeting Minutes

A. Call to Order

B. Roll Call

Chair Desiree VanLoon, Vice Chair Tomasina DiCapo, Commission members Deborah Gentry, Mark McCall, MaryAnne Riodique and Kady McCarthy

Absent: Commission member Annie Ansell

Staff: Ashley Ware – City Librarian, Heather Donaldson and Sr. Management Analyst

C. Pledge of Allegiance

D. Staff Reports

Ms. Ware reported on the following items:

- Mayor's Literacy Challenge has kicked off! We are so excited how well the Asante staff and Tonya did putting this all together. Vice Mayor Hastings also joined in on the fun with Bluey and all the activities.
- Hollyhock is still receiving updates to the building. New windows were put in and the historical decorative bars were given an update with new paint.
- We are happy to announce the part-time Library Assistant positions have been filled. Chanee was promoted from Surprise Regional Library Aide to this role at Hollyhock Library. We are welcoming a new staff member into the mix at Surprise Regional Library, Akayla.
- The Library Card Design Contest is up and running now. It kicked off during the Surprise Party. There is an extra category this year as a benefit of Stars & Stories.

E. Library Commission Agenda

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the December 11, 2025 Library Advisory Commission meeting minutes.

Vice Chair DiCapo moved to approve the December 11, 2025 Library Advisory Commission meeting minutes. Commissioner McCall 2nd. 6 Yes votes. Motion carried.

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

Attorney Hobie Wingard provided an overview to the Commission of Arizona and City laws regarding open meeting laws, conflicts of interest, and gifting prohibitions where he addressed the following items:

- Open Meeting Law
 - A.R.S. §38-431.01(A)
 - Purpose of the Open Meeting Law
 - State Policy A.R.S. §38-431.09
- Meeting definitions
- Alternative communications
 - Communication with staff
- Special kinds of meetings
 - Executive session (particular to Mayor and Council)
- Penalties for violating the open meeting law
- Conflict of interest
 - Substantial interest
 - Relatives (definition)
 - What all appointed officials need to know
- Gifts
 - Accepting
 - Exceptions
 - When to decline

F. Other Business and Future Agenda Item


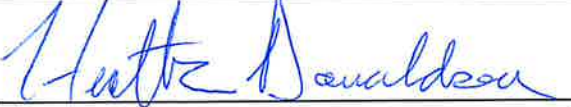
- Chair VanLoon asked to be advised about upcoming volunteer opportunities.

G. Current Events and Reports

- None


H. ADJOURNMENT:

Motion to adjourn at 6:39 pm – Vice Chair DiCappo made a motion to adjourn. Commissioner McCarthy 2nd. 6 Yes votes. Motion Carried.

	 Desiree VanLoon, Chair
ATTEST:	 Heather Donaldson, Sr. Management Analyst

CERTIFICATION:

I, Ashley Ware, City Librarian for the City of Surprise Library Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Library Advisory Commission meeting held on January 8, 2026.

	 Ashley Ware, City Librarian
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