

**PIMA COUNTY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES**

February 1, 2024 4:00 p.m.

Meeting was held both at Joel D. Valdez Main Library, 4th Floor Boardroom, 101 N. Stone Ave, Tucson, Arizona and virtually via Microsoft Teams

Present: Mary Ann O’Neil, Chair; Maria Iannone, Vice-Chair; Sharon Foltz; John Halliday; Mariana Padias; and Rebecca Téllez Peralta

Absent: Craig Kleine and Elizabeth Soltero

Also Present: Amber Mathewson, Library Director; Marissa Alcorta, Deputy Director; Paulina Aguirre-Clinch, Library Services Manager; Kate DeMeester-Lane, Library Services Manager; Beth Matthias-Loghry, Library Services Manager; Sharla Ronstadt, Library Services Manager; Ken Zambos, Library Services Manager; and Hassael Cazesuz, Library Latinx Program Manager

Guests: Kate Hiller, Board of Supervisors Executive Assistant, District 1 and Tom Cashman, Pima Library Foundation

**1. CALL TO ORDER: PLEDGE OF ALLEGIANCE & LAND ACKNOWLEDGEMENT STATEMENT**

Meeting was called to order at 4:00 p.m. by Mary Ann O’Neil and the Pledge of Allegiance was recited. Mary Ann O’Neil read PCPL’s Land Acknowledgement Statement.

**2. CALL TO THE PUBLIC**

No members of the public spoke.

**3. APPROVAL OF PREVIOUS MEETING’S MINUTES**

Mariana Padias moved and John Halliday seconded approval of the December 7, 2023 minutes. Motion carried.

**4. INTRODUCTIONS**

Introductions were made around the room, and Sharon Foltz, new Board Member representing District 3, was introduced.

**5. SUMMARY OF CURRENT EVENTS BY LIBRARY BOARD MEMBERS**

Board members updated on Library-related activities they have been doing since the last meeting. Some of the responses included:

- John Halliday read a great article, “Today’s Librarians: “Shushing Is Not Their Focus” in January’s Desert Leaf, a free publication. <https://online.fliphtml5.com/uyvk/zums/#p=1> He said that it focused on nontraditional services and featured PCPL staff. He also attended an introductory session for Career Online High School, which he thought was a great program that the Pima Foundation helps to fund. Jon Meade led the session, had all the answers, and provided activities for children while parents attended.
- Rebecca Téllez Peralta recently visited Wheeler Taft Abbett Sr. Library to get books for her classroom and happened to get there before the rush of children from the nearby

charter school. She heard that up to sixty kids can be in the library at that time. She used the app to check out her books and found it to be easy and convenient.

- Mary Ann O’Neil said she appreciates that libraries still stock Covid tests, especially during the holidays.

**6. FRIENDS GROUPS AND LIBRARY FOUNDATION REPORTS ON EVENTS AND FUNDRAISING ACTIVITIES ON BEHALF OF THE PIMA COUNTY PUBLIC LIBRARY**

Tom Cashman, Director of Pima Library Foundation, reported that they will be co-sponsors at the PCPL tent at the Tucson Festival of Books this year, which will help to elevate the Foundation’s visibility. They started rebranding who they are, and their theme is “beyond books”. They had a successful fall fundraising appeal and forty-five percent of their donors were brand new.

**7. NEW BUSINESS**

**A. UPDATE ON LIBRARY HOURS—Deputy Director Alcorta**

Deputy Director Alcorta informed that a discussion began in November with Branch Managers and Library Services Managers, and with input from staff, community, and Country Administration. A regional approach was used to add at least two Saturdays and some evening hours in each region. They sought to find balance with locations and staff, and with Richard Elías-Mission Library closing soon for remodeling.

- Twelve branches now have Saturday hours.
- Nine are open until 7:00 pm two days a week.
- Six branches are now open at 9:00 am.
- Libraries have gone from 1,032 open hours to 1,086.
- They plan to reevaluate hours in six to eight months.

Mary Ann O’Neil asked where Richard Elías-Mission Library regulars would likely go during the closure. Deputy Director Alcorta responded that they would mostly likely go to Valencia Library, Sam Lena-South Tucson Library, and Southwest Library.

Sharon Foltz asked if the library tracks usage demographics by hours and when certain populations, such as senior citizens or children, use the library. Deputy Director Alcorta responded that tracking is done with gate counters, but they don’t get that specific level of details. She added that staff usually have an idea of who visits at different times, as well as by programming.

**B. DISCUSSION AND POSSIBLE VOTE ON MODIFYING THE LIBRARY BOARD BYLAWS, REGARDING QUORUM REQUIREMENTS, CLARIFICATION AND CURRENT PRACTICES—All**

Mary Ann O’Neil stated that the Library Board has had some problems getting a quorum, partially because of unfilled seats. It is problematic counting the unfilled seats as part of the quorum, as opposed to counting the actual seated members. She suggested adding “not including vacant positions” in the bylaws paragraph on what constitutes a quorum. Any changes to the bylaws would have to be approved by the Board of Supervisors. The County Attorney’s Office reviewed and supported the changes.

Sharon Foltz asked if there is a timeline for the Board of Supervisors to fill vacant positions and was told that there is no rule. John Halliday stated that it can become a problem when positions haven’t been filled. Mariana Padias stated that this change would make it easier to get a quorum.

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Sharon Foltz moved to approve the changes to the bylaws to remove vacant positions from the quorum requirements, Mariana Padias seconded and motion carried.

Mary Ann O'Neil added that the Library Board should start implementing a policy to cancel the meeting if a quorum hasn't been established 24 hours before the meeting. There was agreement with the rest of the Board about this policy.

John Halliday asked if there is a process when there are long-term vacancies on the Board. Director Mathewson responded that there is no formal process, but she reaches out to the Board of Supervisors a couple of times or will suggest a candidate if she has someone in mind. Mary Ann O'Neil and Sharon Foltz planned to reach out to Supervisor Christy about the two Library Board vacancies in District 4, and perhaps suggest some people, especially those who live in the Green Valley area. Tom Cashman offered to put an announcement about the vacancies in an upcoming mailing.

### 8. LIBRARY REPORTS

#### A. COMMUNITY RELATIONS REPORT

Holly Schaffer, Community Relations Manager, was not in attendance. In her place, Director Mathewson informed:

- The Annual Report is at the printer and will be available at the next meeting.
- Southwest Books of the Year is out now. Copies are available at local libraries and more information can be found here: <https://www.library.pima.gov/southwestbooks/>.
- Many Nations team members compiled a book list about the passing of Pulitzer-winning Kiowa novelist N. Scott Momaday.  
[https://pima.bibliocommons.com/list/share/1291403957\\_pimalib\\_manynations/2469950429\\_rip\\_n\\_scott\\_momaday,\\_1934-2024](https://pima.bibliocommons.com/list/share/1291403957_pimalib_manynations/2469950429_rip_n_scott_momaday,_1934-2024)

#### B. COMMUNITY ENGAGEMENT REPORT

Karyn Prechtel-Altman, Deputy Director of Community Engagement, was not in attendance. In her place, Hassael Cazesuz informed:

The Tucson Festival of Books is happening March 9-10. PCPL's Nuestras Raíces Team has a tent and will be hosting Latinx, Chicanx, and Mexican American authors from all over the United States, London, and the Dominican Republic. The authors can be found here: <https://tucsonfestivalofbooks.org/?id=676&genre=Nuestras+Raices> and the Southwest Books of the Year authors here: <https://tucsonfestivalofbooks.org/?id=676&genre=Southwest+Books+of+the+Year>.

Mary Ann O'Neil asked if any staff were moderating the panels, and he responded that there would be, including Lindsey Curley and Megan Hellwig.

Maria Iannone asked if the Library needed any volunteers and Director Mathewson responded that she will see what's needed, and if there were any vacant spots. Sharon Foltz commented that she would volunteer if there were.

#### C. PUBLIC SERVICES REPORT

Marissa Alcorta, Deputy Director of Public Services/Customer Experience, highlighted and/or added to her written report.

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Deputy Director Alcorta gave a brief hiring update. Eight new Library Technical Assistant Supervisors were just placed; most were internal promotions. They are working on filling Librarian II positions, and one position in Ajo.

She is working on figuring out an internal process for the multilingual pay benefit for staff. The administrative procedure was changed late last year and the County left it up to individual departments to create an internal process. A team of seasoned managers and other staff are working on a process that will help qualified staff get that benefit. John Halliday asked if there was a test for someone who wanted to apply for the benefit, and Deputy Director Alcorta responded that there is, and that she has taken it. She found it to be extensive and took about two hours to take.

### **D. LIBRARY DIRECTOR'S REPORT**

Amber Mathewson, Library Director, highlighted and/or added to her written report.

Director Mathewson reported that her assistant, Judy Moses, would be leaving PCPL after nine years, and will be missed. She was her assistant for most of those years.

She also informed that a new Deputy Director has been selected. Jessica Thornburg, who is currently at the University of Arizona Department of Strategic Planning and will be starting on February 12. She will be taking on Finance and Facilities responsibilities. Director Mathewson thanked John Halliday for helping with the second round of interviews.

Director Mathewson demonstrated how to find library hours on the website and how to use the filter. Going to the location page, the filter can be used to show other categories, such as pickup lockers.

The Donate page <https://www.library.pima.gov/donate/> shows all the ways to donate to the Library—through the Foundation, Friends groups, to the Library directly, and to Reading 2Gether, a literacy project for children birth-five years old.

She also demonstrated how to find the Library Advisory Board page.  
<https://www.library.pima.gov/about/>

Sharon Foltz asked if HOAs were on PCPL's press release list. She thought it would be useful to keep them informed about Library services. Director Mathewson responded that they weren't, but that as a Board member, she would be getting them, and that she could forward them. She added that she thought it was a great idea on how to reach people, and that outreach was something that PCPL has been trying to build back up but has been difficult with staffing. Mary Ann O'Neil commented that PCPL posts a lot on social media, and information is accessible that way too.

The Juvenile Detention Library has been putting together a monthly report, and Director Mathewson will start bringing them to each meeting.

### **9. ADJOURNMENT**

John Halliday moved and Maria Iannone seconded adjournment of the meeting. Motion carried and meeting adjourned at 5:01 p.m.

**Next Meeting:** March 7, 2024, at 4:00 p.m.

## Library Advisory Board Minutes

Submitted by:  
Judy Moses  
Administrative Specialist III  
Approved 3/7/2024