



PLEASE SILENCE ALL ELECTRONIC COMMUNICATION DEVICES. THANK YOU.

NOTICE OF POSSIBLE QUORUM OF THE CITY OF BUCKEYE PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD: PLEASE NOTE THAT THERE MAY BE A QUORUM PRESENT BUT THERE WILL BE NO VOTING TAKING PLACE BY THE CITY PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD AT THIS MEETING.

**CITY OF BUCKEYE
COMMUNITY SERVICES ADVISORY BOARD
JANUARY 17, 2024
AGENDA**

**Coyote Branch Library - Program Room
21699 W. Yuma Road
Buckeye, AZ 85326
6:00 p.m.**

The doors will be open to the public at least 15 minutes prior to the start time of the meeting. Board members have the option to attend this meeting remotely - for questions please contact Sarah Hughes at 623-349-6320. FOR INFORMATION REGARDING PUBLIC PARTICIPATION, PLEASE VISIT: <https://www.buckeyeaz.gov/government/cityclerk/meeting-agendas-minutes/meetings-agendas-minutes>

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request (623) 349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment.

Voting Members will either attend in person or by telephone conference call or video presentation. Items listed may be considered in any order.

- 1. Call to Order/Pledge of Allegiance/Roll Call**
- 2. Comments from the Public - Members of the audience may comment on any item of interest.**

Board Action: Open Meeting Law does not permit Board discussion of items not specifically on the agenda.

Comments from the Public - Members of the audience may comment on any item of interest.

Board Action: Open Meeting Law does not permit Board discussion of items not specifically on the agenda.

- 3. Approval of Minutes**
Board Action: Discussion and possible motion to approve minutes.

- 3.A [Community Services Advisory Board to approve meeting minutes from the September 25, 2023 Community Services Advisory and Library Advisory Board joint meeting.](#)**

Board Action: Motion to approve

- 3.B** Community Services Board to approve the meeting minutes of the Library Advisory Board meeting held on October 30, 2023.

Board Action: Motion to approve

4. New Business

- 4.A** Election of 2024 Community Services Advisory Board Chair

Board Action: Nomination and motion to approve

- 4.B** Election of 2024 Community Services Advisory Board Vice-Chair

Board Action: Nomination and motion to approve

- 4.C** Community Services Advisory Board Bylaws Revisions & Updates
Presented by Community Services Administration and Project Manager, Sarah Hughes

Board Action: Motion to approve

- 4.D** Sundance Park Veterans Memorial Design
Presented by Community Services Deputy Director, Robert Wisener

Board Action: Motion to approve

- 4.E** Youth Sports Coaches Credit Incentive Increase
Presentation by Recreation Coordinator, Erin Fort

Board Action: Motion to approve

5. Community Services Director's Report

The Director may present a brief summary of current events, however, there will be no discussion, deliberation or action taken on any information presented.

6. Comments from the Chair and Board Members

The Board Members may present a brief summary of current events. The board cannot propose, discuss, deliberate or take action on any of the information presented.

7. Adjournment

Board Action: Chair to Adjourn

CITY OF BUCKEYE
Regular Community Services Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 01/17/24	AGENDA ITEM: 3.A. Community Services Advisory Board to approve meeting minutes from the September 25, 2023 Community Services Advisory and Library Advisory Board joint meeting. <i>Board Action: Motion to approve</i>
DATE PREPARED: 01/16/24	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Minutes

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Community Services Advisory Board to approve meeting minutes from the September 25, 2023
Community Services Advisory and Library Advisory Board joint meeting.

Board Action: Motion to approve

SUMMARY

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[9.25.23 CSAB & LAB Joint Meeting Minutes Final.pdf](#)



CITY OF BUCKEYE
Community Services Advisory and Library Advisory Board Joint Meeting
September 25, 2023
Minutes

HYBRID MEETING

**Program Room, Coyote Library
21699 W. Yuma Road
Buckeye, AZ 85326
6:00 P.M.**

1. Call to Order/ Pledge of Allegiance/Roll Call

Library Advisory Board Chair, Kathleen Rossetti called the meeting to order at 6:01 p.m.

Board Members Present: Vice Chair, Terry Vrabec, Anastazia McMurray, Matthew Dudley, Jim Roth, Joanna Brace, Garnett Sailor and Randal Kidd

Board Members Absent: Brett Benninghoff, Martin Enriquez Garcia, Elizabeth Zamora, Caleb Elms

City Staff Present: Community Services Director, Miranda Gomez; Library Manager, Elizabeth Garcia, Library & Museum Administrator, Chris Larson, Administration and Project Manager, Robert Wisener, Digital Librarian, Janene Van Leeuwen, Management Assistant, Sarah Hughes, Senior Center Manager, Phil Yabes, Recreation Manager, Jessica Thompson, Parks Manager, Kelby Mieras and Librarian Peter Grant.

2. Comments from the Public – Members of the audience may comment on any item of interest
No comments from the public.

3. Approval of Minutes

3. A. Board to approve meeting minutes of July 19, 2023

Joanna Brace made a motion to approve the minutes and Board member Roth seconded. Motion approved unanimously.

4. New Business

4. A. Community Services Strategic Plan Update

Annie Frisoli of Creating Community and the consultant the Community Services Department has hired to facilitate our strategic plan was onsite to present to our Library Advisory and Community Services Advisory boards. Annie provided a background of the project including a breakdown of the phases and what steps have been taken to date. She broke the boards out into work groups and asked them to participate in the same exercises staff did to determine what our department goals and objectives should be. Once the plan has been finalized, she intends to report back to both boards on the findings and share the plan.

5. Community Services Director's Report

Community Services Director Miranda Gomez provided a summary of past and upcoming events, such as the grand opening of Sundance Park Phase 2 and thanked everyone who was able to attend the ribbon cutting ceremony. She also shared that the Quarter Auction is happening at the Senior Center on September 29th, and that the fall youth sports have seen record breaking registrations with over 1,500 kids! The Halloween Carnival is coming up October 28th and she encouraged any member who knows or works with a non-profit to reach out to staff to get information about a booth. The Music is the Stacks program will be held October 5th at Coyote Library and will feature Café Flutes and the fee schedule update was adopted by Council on September 19th and will go into effect 30 days from then.

6. Comments from Board Members

Chair Brett Benninghoff: Absent

Vice Chair Terry Vrabec: Thank you Team Miranda and everyone. Amazing work!

Anastazia McMurray: She has no words – with what they thought the park would look like and what it actually does look like is incredible. Staff always makes it look easy and it was so wonderful.

Garnett Sailor: Great presentation and can't wait to see the report. His proxy attended the grand opening and she was very impressed. Thanked everyone for their service and hard work.

Randal Kidd: Grand opening was fantastic and he and his kids really enjoyed the splashpad.

Matthew Dudley: Fantastic event at Sundance. He was there all weekend and everyone did such great work. The stories really set the tone and great to see everyone. Shared a story about a father and his child fishing and how that experience was neat to see.

Joanna Brace: Thanked staff for including the board in the presentation and looking forward to the results. Reiterated that the grand opening was wonderful and you can tell how much the community really needs this amenity.

Jim Roth: Thanked Annie for making the board stretch their brains tonight and he enjoyed the presentation. The grand opening was great and thanked staff for their hard work.

Elizabeth Zamora: Absent

Martin Enriquez Garcia: Absent

Caleb Elms: Absent

Vice-Mayor Hess: Thanked Annie for engaging the board and looks forward to the results. She also commented that it is a milestone to be able to participate in something so special as the grand opening of the park and that how important the work of these boards is.

7. Adjournment

Library Advisory Board Chair Kathleen Rossetti adjourned the meeting at 7:31 p.m.

Brett Benninghoff, Board Chair

ATTEST:

Sarah Hughes, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Community Services Advisory Board Meeting held September 25, 2023. I further certify that the meeting was duly called and that a quorum was present.

CITY OF BUCKEYE
Regular Community Services Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 01/17/24	AGENDA ITEM: 3.B. Community Services Board to approve the meeting minutes of the Library Advisory Board meeting held on October 30, 2023. <i>Board Action: Motion to approve</i>
DATE PREPARED: 01/16/24	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Community Services	AGENDA ITEM TYPE: Minutes

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Community Services Board to approve the meeting minutes of the Library Advisory Board meeting held on October 30, 2023.

Board Action: Motion to approve

SUMMARY

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[10.30.23 LAB Meeting Minutes.pdf](#)



CITY OF BUCKEYE
Library Advisory Meeting
October 30, 2023
Minutes

HYBRID MEETING

**Program Room, Coyote Library
21699 W. Yuma Road
Buckeye, AZ 85326
6:00 P.M.**

1. Call to Order/ Pledge of Allegiance/Roll Call

Library Advisory Board Chair, Kathleen Rossetti called the meeting to order at 6:00 p.m.

Board Members Present: Board Chair Kathy Rossetti (in person); Vice Chair Jack Lynch (virtual), and Board Members Holly Roehl (in person), Riley Quinlan (virtual), Sebastian Trupiano (in person), and Council Liaison, Craig Heustis (in person).

Board Members Absent: Roxann Dudas, Nathan Madden, Linda Davis, Calvin Perkins

City Staff Present: Community Services Director, Miranda Gomez; Library Manager, Elizabeth Garcia, Library & Museum Administrator, Chris Larson, Deputy Director, Robert Wisener, Digital Librarian, Janene Van Leeuwen, Management Assistant, Sarah Hughes and Librarian Peter Grant.

2. Comments from the Public – Members of the audience may comment on any item of interest

No comments from the public.

3. Approval of Minutes

3. A. Board to approve meeting minutes of September 25, 2023

Board member Holly Roehl made a motion to approve the minutes and Board member Trupiano seconded. Motion approved unanimously.

4. New Business

4. A. Fine Free Update

Library Manager, Liz Garcia, gave an update to the board regarding the new fine free policy that took effect on October 19. This item was originally 4.B. however staff made a last-minute switch due to the presenter not being able to make the meeting start time. The fine free policy is intended to remove barriers to access, will increase circulation numbers, increase library card applications, and will encourage patrons to return checked out materials.

4.B. Reevaluation of Materials Policy

Community Services Director, Miranda Gomez presented a brief history of the Library Policy Manual and discussed the suggested changes related to material reevaluation. Currently, if a resident wants to request a particular item be reevaluated as part of the circulation, then they would access an online form that would have to be emailed or submitted in person to the library. The decision about the reevaluation would be made

by library staff, and to date, no forms have ever been submitted for review. The policy change would make the Library Advisory board responsible for the decisions regarding what materials stay in circulation, not staff. Staff would receive these forms and submit them to the Library Advisory Board for review and the board would make decisions at their board meeting. The board made a motion to approve the policy changes which was approved unanimously.

4.C. Results from Library Card Sign Up Month

Chris Larson, Library and Museum Administrator presented the results of the Library Card Sign Up Month, which is held during the month of September. This is a national effort spearheaded by the American Library Association and is intended to help increase public awareness of library services, help the public understand the value of their public library and engage our community. This year, the Friends of the Library donated four twenty-five-dollar gift cards to their bookstore to be distributed to the four new card holders. Even though sign-up month is September, the sign up focus is during summer reading where staff saw the largest numbers of new sign ups. The library focuses on outreach efforts all year long and truly see a consistent growth pattern of new card members.

5. Community Services Director's Report

Community Services Director Miranda Gomez provided a summary of past and upcoming events, such as the Halloween Carnival that raised over \$42,000 for non-profits who participated in the event, and the Salute to Service event that is coming up the weekend of November 4th. The event will be held at Sundance Park on November 4 and is a tribute to our military personnel. She also announced that the Community Services Department has hired two new Deputy Directors, both internal candidates. Bob Wisener and Kelby Mieras were selected for the role and staff is very excited for them.

6. Comments from Board Members

Chair Kathy Rossetti: Looking forward to the Halloween Carnival as this is her favorite event of the year.

Vice-Chair Jack Lynch: Special thanks to the parks department and the presenters.

Holly Roehl: Agreed with Jack.

Linda Davis: Absent

Calvin Perkins: Absent

Riley Quinlan: Appreciated the perspective of the reevaluation of materials policy.

Roxann Dudas: Absent

Sebastian Trupiano: Great presentation and invited everyone to Sienna Hills garage sale this weekend.

Nathan Madden: Absent

Vice-Mayor Heustis: Really appreciated the set up of the carnival this year and suggested next year they have continuous acts on the stage. This event is 100% payback to the community and thinks that the move to Monroe Avenue was wise.

7. Adjournment

Library Advisory Board Chair Kathleen Rossetti adjourned the meeting at 6:40 p.m.

Kathy Rossetti, Board Chair

ATTEST:

Sarah Hughes, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Library Advisory Board Meeting held October 30, 2023. I further certify that the meeting was duly called and that a quorum was present.