

Library Title Review Process Committee Meeting #1

Sep 28, 2023 |  Library Title Review Committee #1

Attendees: Alandra Ariemma, Amber Love, Bridget O'Brien, Courtney Leyba, Deborah Arn, Haley Kolseth, Jean Koeppen, Julie Hight, Lynn Hoppes, Lissa Davis, Millie Davila, Rhianna Schnorr, Shelly Edgar, Shirley Haney, Shannon Wood, Staci Daguanno, Tara Anderson, Dorothy Jokerst, Zita Benjamin Jennifer Jerras, and Vicky Raymond

Paradise Valley Unified School District | Meeting Minutes

Date: Sep 28, 2023

Time: 4:00 - 5:30 pm

Location: Virtual, Google Meet

Video call link: <https://meet.google.com/wyy-kbfs-nnw>

Time zone: America/Phoenix

Purpose of the Committee:

The Curriculum and Instruction Department will be facilitating a committee which will generate a list of book titles for Paradise Valley school libraries to purchase for school libraries. This process has been created to fulfill [Arizona's HB 2439](#)

Purpose of Today's Meeting:

- Discuss the new Arizona Law and PV's Process
- Review the PV List of Titles
- Gather Input Community Feedback Form

Outcomes of Today's Meeting:

- Shared Understanding of Process & AZ Law
- Finalized List for Community Review
- Finalized Community Feedback Form

Agenda with Notes from the Meeting

I. Welcome

- A. Introduction of Facilitators
- B. Purpose of Committee & Today's Outcomes
 - 1. Discuss the new Arizona Law and PV's Process
 - 2. Briefly Review the PV List of Titles
 - 3. Gather Input Community Feedback Form
- C. Review Norms, Professional Agreements, & Roles
 - 1. We are committed to our process, each other, and our students, and staff
 - 2. We all have relevant information, expertise, or perspectives and agreed to listen respectfully and appreciate differences
- D. Review Timelines
 - 1. Titles Submitted by 9/15 by Library Media Technicians (LMTs)
 - 2. 1st Committee Meeting 9/28
 - 3. 60-Day Community Review, 10/2 - 12/1
 - 4. 2nd Community Meeting, 12/12
 - 5. Updates to Cabinet and Governing Board, January 2024
 - 6. Repeat the Process
- E. Committee Member Introductions
 - 1. Each member introduced themselves and shared which school they were affiliated with and why they wanted to serve on the committee
- F. Open Meeting Law & Freedom of Information
 - 1. Information was shared regarding these
- G. Communication to Stakeholders
 - 1. Shelly Edgar and Lynn Hoppes will sent minutes to various heads of stakeholders groups
 - a) Principal Group - Missy Martin
 - b) Teacher Group - Diane Siekmann
 - c) Library Media Technicians & Support Personnel Group -Lynn Hoppes
 - d) Support Personnel Group -Michelle Courtright
 - e) Parent Group - Jessica Crane
 - f) Marketing & Communications - for posting on district website

II. Our Process for this Committee

- A. Review Timeframe (see 1.D above)
- B. Decision Making Checkpoints
 - 1. Fist to Five explanation on making decisions. Each member holds up fingers in support of an idea (5 is fully supporting, fist is no support). We do not need all to fully agree but would want to have more discussion until everyone can at least support the decision or decide on an alternative

III. School Library Law

- A. Review Law
- B. Share 3 main components of law
 - 1. All titles in a library must be posted on school website (video demonstration of how to access this information was conducted)
 - 2. Parents can search their child's school library checkout history (video demonstration of how to access this information was conducted)

3. 60 Day Community Review of titles must be conducted - this is the process we are currently doing. Replacement books or duplicate copies of titles already in the library do not need to go through the review process
 - a) Questions were asked and answered, information provided below
 - (1) PV is doing this process centrally rather than all schools doing this individually
 - (2) PV is doing this prior to books being purchased (in most cases) to be fiscally responsible
 - (3) Once a book is approved, it will now be available for any school in the district to purchase (within the same basic grade bands of elementary, middle, and high school)

C. Share how PV has met each component

1. The first two parts of the law (library collection and student check-out history) were in effect by Jan 1, 2023. A live demonstration was shown on how to access that information and resource links to SmartCard on how to find this information on your own
2. It was suggested that the resource documents be added to the district 60-Day Review webpage as well as the paper informational page about the 60-Day review that will be available in the lobby.

IV. **PV List of Titles for Community Feedback**

A. Share how lists were developed

1. Titles were submitted by LMTs or media specialists
2. Principals reviewed all titles - principals are responsible for how funds are spent at the school site including the library and all curricular content in the school. School libraries are not public libraries and books

B. Review Feedback Form & Gather Input

C. Committee Members asked that when reviewing the list, if any typos or errors are found to email Lynn Hoppes or Shelly Edgar so corrections can be made. With 4,000+ titles we can not be sure everything title is formatted and spelled correctly

D. Several questions were asked and answered, information provided below

1. Were titles are in the library “grandfathered in” - yes
2. Will be going through this process with all of the titles that were in the libraries prior to the new law beginning (1/1/23) - no
3. What happens if there is a concern on a book on the list - the committee will read through concerns from community members at our next meeting
4. What does a parent do if they have a complaint about a book already in the library (book purchased prior to 1/1/23) - have a conversation with the principal. [LINK](#) to Governing Board Policy IJ-RC (Parent Complaint Procedures Regarding Instructional Materials)
5. What should we do if a principal removed a book from the library from one complaint/Can a principal do that? - there are many reasons why books are removed from a collection such as low checkouts, old or outdated books, content not appropriate for a certain age group. Parent should talk with the principal first about books that may have been removed
6. Is there a list of books that have been removed from libraries? - no, books are removed every few years or so for various reasons and changes in technology resources to organize titles and age of our schools (30+ years) prohibit that detailed level of documentation.

V. **Next Steps**

A. Open Meetings & PV

B. Community Member Comments

1. No community members were present at this time

C. Next Meeting Information

1. December 12, 2023
2. Meeting adjourned at 5:31