



*“Inspiring a Vibrant Community”*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, January 16, 2019@ 5:00 PM  
 Dede Ewald Room, Cottonwood Public Library  
 100 South Sixth St., Cottonwood, AZ

#### Agenda

I. Call to Order	Meeting called to order at 5:02 P.M. by president Margo Mitchell
II. Roll Call	Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow, Administrative Services General Manager Rudy Rodriguez Absent: John O’Neill
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Jackie moved that the minutes from December 19, 2018, be accepted as stated. Judy seconded. <i>Minutes approved as written.</i>
V. Library Manager’s Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>The Cottonwood Public Library Float took home the “Best Community Spirit” award at the Cottonwood Christmas Parade. Dan and Karrie Cox put in great efforts to make ‘Mater’ come alive. Instruction cards were handed out at the parade in English and Spanish letting kids know how they can get a library card.</p> <p>Margo asked about outreach statistics. Most documented outreach has been for Youth services. Ryan will begin to track Adult outreach more thoroughly. He has done considerable outreach, but it is not reflected in the statistics. Henry asked about puzzle statistics.</p>

	<p>2. The Library Assistant II position has been filled by Liz Gooslin. Liz was previously a part-time employee. There were many applicants with a variety of education and experience, and eight were interviewed. Liz introduced herself and is very excited about the position. This creates another part-time opening in the library.</p>
<p>VI. Unfinished Business</p>	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Solutions to community needs and create library goals.</p> <p>The presentation to the City Council will be in February. Ryan explained the Strategic Priorities and we brainstormed modifications/wordsmithing and prioritized them.</p> <p>2. Ryan reviewed why each of these became priorities. For example, “Improving adult digital literacy” became an obvious need when he met with community members. He said that Goodwill is going to host some computer literacy classes at the library. He also discussed “Maximizing hours of operation.” Many of the priorities are interconnected.</p> <p>Judy asked about the next step for these priorities. Ryan is soliciting input from staff. He expects to create action items for each priority. Joe affirmed the process that Ryan has gone through and Henry said it is a good road map for the Advisory Board.</p> <p>Ryan would like to get a space study done to evaluate how things are arranged to see if we can be more user-friendly and inviting. General discussion on these priorities and possible implementation strategies.</p> <p>The strategic plan will go to the City Council for the February 12 work session. Rudy said some of this was shared at the City Council’s strategic planning session, which Ryan attended.</p> <p>Margo commended Ryan and the Advisory Board for this new approach to planning. The Advisory Board is pleased to be a part of the strategic planning process. Both Margo and Ryan will be making presentations to the Council.</p>
<p>VII. New Business</p>	<p>1. There was no new business.</p> <p>Judy announced that Ruth Ann Haenny’s funeral will be 1/26/19 at 11:00 AM at the Verde Valley Christian Church. Ruth Ann was a volunteer at the Cottonwood Public Library for 51 years.</p>
<p>VIII. Correspondence/ Comments</p>	<p>Review of public comment cards from the month of December:</p> <p>There was a comment about the noise level in the library. Judy noted that sometimes people talk on their cell phones for long</p>

	<p>periods of time without realizing how disruptive they are. The volume of conversation is the biggest problem. Staff may need to make this a priority.</p> <p>There was a comment about women on magazine covers. Ryan explained that the library received a donation of several new subscriptions that were geared to women, from which the cover illustrations apparently upset a patron.</p>
IX. Future Agenda Items & calendar updates	<p><i>Next meeting—2/20/19</i></p> <ul style="list-style-type: none"> <li>*Update on Council meeting presentation.</li> <li>*Report on the Solar viewing party Saturday, 1/19/19 from 12-2:00.</li> <li>*Discussion of recognition for long-term volunteers who “retire.”</li> <li>*Follow-up on strategic priorities and the City Council presentation.</li> </ul>
X. Adjournment	<p><i>Judy moved we adjourn. Joe seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 6:01 P.M.</p>

*Respectfully submitted,  
Connie Gilmore, Secretary*