

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, January 17, 2018@ 5:00 PM

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 5:00 P.M. by president Margo Mitchell.
Roll Call	<p>Present: Connie Gilmore, Margo Mitchell, John O’Neill, Judy Paulus, Joe Stack, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read, Community Services General Manager Richard Faust</p> <p>Absent: Jackie Nairn</p> <p>Guests: Assistant City Manager Rudy Rodriguez, Ryan Bigelow</p>
I. Approval of Minutes	Joe moved that the minutes be accepted as stated. John seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<p>*The job service computer had 16 users in December. We had 149 donated puzzles and 43 patrons working on a puzzle at our puzzle table. We partnered with Arizona Humanities with speaker Erik Larsen. His presentation was “A Big Band Christmas” with 33 in attendance. “Movie Monday” for adults had 10 people. Youth Services did a holiday movie with 11 people and their regular Family Movie Saturday had 13 people attend. The Teen Library Council’s float won first place in the Christmas parade.</p> <p>*The Bookmarks president has resigned. They will be voting in February for a new president at their annual meeting.</p>
III. Youth Services Report	<p>Joyce introduced the new teen librarian, Dina Dantowitz.</p> <p>There were several new programs added, including special programming during the holiday break, and Legos.</p> <p>The Teen Library Council’s Harry Potter/Hogwarts train float won grand prize for Best Use of Theme at the Christmas parade.</p>
IV. Old Business	<p>*Library Council Commission Retreat Outcome</p> <p>Library Board Needs:</p> <ul style="list-style-type: none"> Increase Community Accessibility Increase Space – outgrowing facility Increase materials acquisition budget <p>Objectives:</p> <ul style="list-style-type: none"> Increase Library Hours—Note that Camp Verde Public Library will now be going to 60 hours/week, with some evening hours until 8:00 PM. There may be pressure from the community for our library to increase hours. <p>We are at 46 hours, and used to be 54.</p> <ul style="list-style-type: none"> Expand existing facility or new facility or satellite Keep up with market patron needs <p>Challenges:</p> <ul style="list-style-type: none"> More staff Funds

	<p>Inadequate staff, money, and space</p> <p>*Library Manager Update—Interviews were last Friday. There will be someone on board by Vanessa’s last day February 2.</p>
V. New Business	<p>*Strategic Planning—City Council will be discussing strategic planning for the library and other groups--Goals, Accomplishments, Performance measures at the Feb. 13 City Council work session. Vanessa will email us the City’s Strategic Plan. Our Library Strategic Plan needs to mesh with the City’s.</p> <p>*Dede’s retirement—The library meeting room has been named “The Dede Ewald Room.” She was recognized at the City Council on Tuesday, January 16, 2018. Vanessa had a plaque made, and the Bookmarks gave her an engraved vase of flowers.</p> <p>*Vanessa’s retirement celebration—February 2 in the Library Meeting room, 2:00-4:00. Please bring some snacks or something to drink.</p> <p>*Joe asked Rudy and Richard about the budget process. Rudy said they will have more Council work sessions on the budget. They are trying to get the meetings broadcast and get more people involved. Rudy discussed the challenge of striking a balance between services that are quality of life items with street projects, police, and fire. Our last sales tax increase was 2008. The Council has not increased the revenue stream since then. Richard said it is still important for us to present needs so the Council can address them. Richard said the Parks & Rec Commission does a 5-year plan, with the focus on the first year and then readdresses each year. It generally takes several meetings in the Fall to make the plan. Rudy said having a strategic plan is important to help prioritize spending.</p>
VI. Adult Services Update	<p>Special events in December included:</p> <p>Movie Monday</p> <p>Meditation Group</p> <p>Great Conversations</p> <p>AZ Humanities Council “Big Band Christmas”</p> <p>There was a total of 71 attendees.</p> <p>We were open 25 days in December with an average of approximately 554 visitors per day. There was an average of 116 Internet sessions per day.</p>
VII. Correspondence	<p>Vanessa received one comment about the meeting room being noisy.</p>
VIII. Public Comment	<p>There was no public comment.</p>
IX. Future Agenda Items & calendar updates	<p>Introduction of the new manager</p> <p>Strategic Plan update</p> <p>Vanessa’s retirement</p> <p><i>Contact Mary with any additional agenda items.</i></p> <p>Next meeting—February 21, 2018.</p>
X. Adjournment	<p><i>Judy moved we adjourn. Joe seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:46 P.M.</p>

Respectfully submitted,

Connie Gilmore, Secretary