

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, January 18, 2017 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:33 P.M. by President Margo Mitchell
Roll call	Present: Connie Gilmore, Nancy Imus, Margo Mitchell, John O’Neill, Judy Paulus, Joe Stack, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read. Absent: Community Services General Manager Richard Faust
I. Approval of Minutes	Judy moved that the minutes be accepted as stated. Joe seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<ul style="list-style-type: none"> <li>*Attendance in December was up 70.53% from November.</li> <li>*Outreach—Vanessa spoke to Kiwanis last week and answered questions about library services and resources. She explained the library network, shared newsletters, and discussed programming and databases.</li> <li>*The budget process has begun for the City. Vanessa has submitted some capital requests, including an office ceiling, and making a larger meeting room through modifications to existing spaces. Vanessa has also requested an adult services employee, which would allow us to extend Monday and Saturday hours, so the library could be open 54 hours each week instead of the current 48 hours per week.</li> <li>*The Job Service computer had 12 users in December. We had 174 donated puzzles and 62 patrons working on a puzzle at our puzzle table. TLC participated in the Annual Christmas parade by having a float.</li> </ul>
III. Youth Services Report	<ul style="list-style-type: none"> <li>*We had our annual 'Elf on a Shelf' program, which was very popular with the kids.</li> <li>*The Teen Library Council participated in Cottonwood Christmas Parade. The Christmas Parade theme this year was the "Wild West," and the teens put together a pretty awesome float and handed out about 400 Teen Library Council flyers. Ceres, our new teen librarian is hoping to recruit more TLC members and do some community service outreach.</li> <li>*Author Betty Skousen, who wrote <i>Twinkle the Bright-Eyed Puppy</i>, visited. She joined the Pre-School Story Time and read her book as well as a couple of other Christmas stories. Everyone enjoyed cookies and hot chocolate.</li> <li>*The Interactive table continues to be very popular. Judy commented on the large increase in the number of program attendees, up by almost 1000 from December 2015 to December 2016.</li> <li>*There will be some new STEAM kits for the Sci Tech event that will also go along with the theme for the summer reading program.</li> </ul>
IV. Old Business:	* Comic Book Expo Fundraiser—April 1, 10:00-5:00. There will be a special guest of honor, Chris Giarrusso, from New York. Donations helped fund his plane ticket. Jan Mark and Jeff Clark will be on “Inside Cottonwood” and will be doing more publicity about the event. There will be at least one food truck in the library parking lot. The event will be in the gymnasium at the Rec Center. There is a need for volunteers to help set up and assist at the Expo.

	<p>*Maintenance—The roof appears to be fixed. The chairs are all done in the Adult side. There is some new painting on a few areas. There are several security mirrors that will be installed in the AV area.</p>																		
V. New Business:	<p>*Audio Visual Checkouts/fees—Judy moved that we change the AV overdue fee from \$.50/day to \$.10/day. Books and AV material are all the same rate now. <i>Motion passed.</i></p> <p>*Library Advisory Board meeting time—There was City Council discussion about how to make the boards more transparent. Connie moved that we change our meeting time from 4:30 to 5:00 PM. Judy seconded. <i>Motion passed.</i> The library advisory board will now meet from <b>5:00 – 6:00 PM</b> on the third Wednesday of the month.</p>																		
VI. Adult Services Update	<p>*There is a new YLN District Director, formerly the network manager, Corey Christians.</p> <p>*Special Events in December included:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Attendance</th> </tr> </thead> <tbody> <tr> <td>1. Dec. 3<sup>rd</sup>, Coloring</td> <td style="text-align: right;">10:30-12:00      5</td> </tr> <tr> <td>2. Dec. 3<sup>rd</sup>, Tap That</td> <td style="text-align: right;">12:00-1:30      30</td> </tr> <tr> <td>3. Dec. 6<sup>th</sup>, Artist Debbie Caarny</td> <td style="text-align: right;">9:00-12:00      18</td> </tr> <tr> <td>4. Dec. 12<sup>th</sup>, Movie “A Christmas Story</td> <td style="text-align: right;">10:30-12:30      4</td> </tr> <tr> <td>5. Dec. 17<sup>th</sup>, A Sketch in Time</td> <td style="text-align: right;">10:30-12:00      7</td> </tr> </tbody> </table> <p>*Gate Counts for December: Total of 21,748 patrons. We were open for 25 days in December, which averages out to approximately 870 visitors per day.</p> <p>*Internet usage:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Adults</th> <th style="width: 33%;">Youth Services</th> <th style="width: 33%;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2555</td> <td style="text-align: center;">468</td> <td style="text-align: center;">3023 (An average of 121 sessions per day.)</td> </tr> </tbody> </table>		Attendance	1. Dec. 3 <sup>rd</sup> , Coloring	10:30-12:00      5	2. Dec. 3 <sup>rd</sup> , Tap That	12:00-1:30      30	3. Dec. 6 <sup>th</sup> , Artist Debbie Caarny	9:00-12:00      18	4. Dec. 12 <sup>th</sup> , Movie “A Christmas Story	10:30-12:30      4	5. Dec. 17 <sup>th</sup> , A Sketch in Time	10:30-12:00      7	Adults	Youth Services	TOTAL	2555	468	3023 (An average of 121 sessions per day.)
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VII. Correspondence	<p><i>November 2016-January 2017</i></p> <ul style="list-style-type: none"> <li>• Several positive comments about the services the library provides and the friendly helpful staff, including from a patron from Vancouver, Canada.</li> <li>• A request to change the fines for late DVDs, which was addressed by Vanessa and the Library Advisory Board.</li> <li>• There were several comments about the need for more parking or limiting the time in the parking lot. There was also a request for more handicapped parking.</li> </ul>																		
VIII. Public Comment	There was no public comment.																		
IX. Future Agenda items & calendar updates	<p>*Budget.</p> <p>*Comic book expo</p> <p>*New STEAM kits</p> <p>*Next meeting—Wednesday, February 15, 2017, <b>5:00 PM.</b></p>																		
X. Adjournment.	<p><i>Joe moved we adjourn, Judy seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:42 P.M.</p>																		

Respectfully submitted,

Connie Gilmore, Secretary