



*“Inspiring a Vibrant Community”*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, February 20, 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 5:00 P.M. by president Margo Mitchell
II. Roll Call	Present: Henry Mellon, Margo Mitchell, Jackie Nairn, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow Absent: Connie Gilmore, John O’Neill
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	XX moved that the minutes from January 16, 2019, be accepted as stated. XX seconded. <i>Minutes approved as written.</i>
V. Library Manager’s Report	<ol style="list-style-type: none"> <li>1. Introduction of City Manager, Ron Corbin. Mr. Corbin is a supporter of public libraries as he spent much time with his own children at them in Boston, MA. Spending is something he is looking at within all city departments, and wants to continue exploring additional hours of operation.</li> <li>2. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</li> <li>3. Partnership with Goodwill of Central and Northern Arizona for Digital Skills Training. Ryan indicated that this partnership is a nice addition for the strategic priority of improving adult literacy, while also adding usage to a space that is not traditionally used in the morning.</li> <li>4. Update on Strategic Plan presentation to the City Council.</li> </ol>

	<p>Ryan reported that the council seemed to be receptive to the presentation. He reported to the board that according to a recent Library Journal article, that physical circulation is trending down and programs and outreach are trending up similar to the Cottonwood Public Library.</p> <p>5. American Community Foundation grant opportunities.</p> <p>Ryan reported that they are seeking two grants in partnership with the Camp Verde Community Library. One to extend the Open Mic night program and the other to facilitate Spanish discussions to better understand community needs.</p> <p>6. Bookmarks Annual Meeting to be held on Saturday, Feb. 23.</p> <p>Ryan invited the board to attend the Bookmark’s annual meeting starting at 10:30 am on Saturday, Feb. 23.</p>
VI. Unfinished Business	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Objective statements and action items.</p> <p>Ryan reported examples of objective statements and requested that the board each email him two of their own ideas for objective statements. Working with staff, these ideas will be formalized along with a list of action items to ensure the plan is being performed.</p>
VII. New Business	1.
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of January.</p> <p>There was a request for more ebook training for patrons.  “You guys are smart and you are always there for everyone.”</p>
IX. Future Agenda Items & calendar updates	Next meeting— <i>March 20, 2019 5:00 P.M.</i>
X. Adjournment	<i>XX moved we adjourn. XX seconded. Motion approved unanimously.</i> Meeting adjourned at 5:50 P.M.

*Respectfully submitted,  
Ryan Bigelow, Acting Secretary*