

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, February 21, 2018 @ 5:00 PM

Dede Ewald Meeting Room

Agenda

Call to Order	Meeting called to order at 5:01 P.M. by president Margo Mitchell.
Roll Call	Present: Connie Gilmore, Nancy Imus, Margo Mitchell, Joe Stack, Library Manager Ryan Bigelow, Library Supervisor Mary Griffith, Community Services General Manager Richard Faust Absent: John O’Neill, Judy Paulus, Youth Services Coordinator Joyce Read
I. Approval of Minutes	Joe moved that the minutes be accepted with the correction of adding Nancy Imus to the members present. Jackie seconded. <i>Minutes approved as corrected.</i>
II. Library Manager’s Report	*Introduction—Ryan gave us some background on himself and his new position. Vanessa is helping in the transition. Ryan is finding the position rewarding and hopes to have a positive impact on the community. *Board Applicants—There are four openings on the Library Advisory Board. There were six applicants. The applications were scored “blind.” Applicants will be interviewed by the City Council, March 3 and March 13. *Usage Report—Ryan asked which of the reports and statistics are particularly meaningful to the Board, as he wants to be sure that the reports are useful to us. The Board agreed that Year to Year comparisons are the most helpful. Month to month comparisons can be affected by many things. Joe commented that the statistics could be persuasive to Council members. Richard suggested an annual in-depth report. *Working through eRate, the library is going to be getting improved Wi-Fi speed, which will help the patrons.
III. Youth Services Report	*Joyce had the Sci Tech festival event at the library this afternoon. Over 200 attended today. Ryan showed a short video of young patrons using Sphera, part of the STEAM kits for the Sci Tech Fest. *Ryan pointed out that there had been a drop in preschool outreach from January 2017 to January 2018. The Board discussed that without Joyce to explain the reason for the difference, it’s hard to know why. (School visits to the library are considered outreach.) Mary pointed out the success of Tutor Time with Carol. Dina, the new Teen coordinator, has been helping with social media.
IV. Adult Services Report	Overall, the number of patrons are up from last year, as well as library sponsored programs. Interesting events in January included CTW Health Impact Assessment, Sawmill Gardens HOA, VV Homeless Coalition, Movie Monday, Easy Gardening done Dirt Cheap, AZ Children’s Association, iPhone and Android classes. The gardening and phone classes were especially popular.
V. Old Business	*Strategic Planning—Ryan asked for the background on the Strategic Planning Retreat that a number of Board members attended. The Library Advisory Board had three specific items under these categories— Needs: Increase Community Accessibility

	<p>Increase Space--outgrowing facility Increase materials acquisition budget</p> <p>Objectives: Increase Library Hours Expand existing facility or new facility or satellite Keep up with market, patron needs</p> <p>Challenges: More Staff Funds Inadequate staff, money, and space.</p> <p>*Richard explained that there are needs for the city to develop revenue streams, but they can come from other areas. The Library and Rec Center are both essential community services to many. Budget decisions can have big impacts on these services. Richard explained how vital the library is to our community. Ryan plans to conduct some outreach on strategic planning for the library in an effort to develop a little more comprehensive strategic plan. He shared a one-page document from a Michigan library that is clearly stated and easy to understand. He also shared an ALA document on Board strategic planning. He is taking some EdX classes on library development. He will get a certification, thanks to the Bookmarks. Connie requested a link to the ALA document on strategic planning. *Vanessa's Retirement—Mary thanked everyone for their support. There was very good coverage in the newspaper.</p>
VI. New Business	<p>*Margo noted that the Bookmarks will be having a big book sale March 12-17. They are looking for additional volunteers. Contact Pat Nomm if you can help.</p>
VII. Correspondence/ Comments	<p>*There was a request for publically available t-shirts that say "We Love Cottonwood Library", that was seen on a volunteer. *There were several positive comments on book selection and staff helpfulness. *There was a great response to the iPhone workshop, but requests for a follow-up. *There was another comment on the lack of water pressure on the drinking fountain. Richard explained that there is a pressure problem with all the facilities in the area. * There was no public comment at the meeting.</p>
VIII. Future Agenda Items & calendar updates	<p>Comic Expo, March 24 10-5:00 Annual Bookmarks meeting report Strategic Planning YLN annual report Sci Tech Festival <i>Next meeting, Wednesday, March 21, 5 PM.</i></p>
IX. Adjournment	<p><i>Joe moved we adjourn. Jackie seconded. Motion approved unanimously.</i> Meeting adjourned at 6:05 P.M.</p>

Respectfully submitted,

Connie Gilmore, Secretary