



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, March 17, 2021 @ 5:00 PM

Via GoToMeeting.com, Cottonwood, AZ

Agenda

I. Call to Order	Meeting called to order at 5:00 P.M. by president Margo Mitchell
II. Roll Call	Present: Susan Cox, Connie Gilmore, Kathy Hellman, Margo Mitchell, Judy Paulus, Paula Thompson, Library Director Ryan Bigelow, Deputy City Manager Rudy Rodriguez Absent:
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Paula moved that the minutes from February 17, 2021 be accepted as stated. Kathy seconded. <i>Minutes approved as written.</i>
V. Library Director's Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>Ryan discussed the roof repair over the Dede Ewald Room. The roof was recoated and did not leak in the recent rain. It needs to be recoated every ten years. He hopes to have the rest of the flat roofs recoated in the next budget year.</p> <p>STEAM kits remain very popular. 24 of 28 are currently checked out. All Wi-Fi hot spots are checked out. The library is applying for a grant for five more kits.</p> <p>Ryan briefly reviewed the YLN annual report. 40% of Yavapai County residents have active library cards. The report included several highlights of Cottonwood Public Library activities.</p> <p>The attendance for virtual programs has declined in the past few months. Ryan speculates that people have "screen fatigue."</p>

VI. Unfinished Business	<ol style="list-style-type: none"> 1. Boards and Commissions Reorganization Update Rudy explained that the reorganization of Boards has not yet been presented to the City Council, but should be on the agenda for the April 20th or May 4th council meetings. The Parks & Rec board has not recently had a quorum, but Rudy is moving forward. The two boards will become “Work Groups.” 2. Virtual Read Across America Joyce presented a virtual “Read Across America” event to all DDB and much of CCS schools. It was good outreach.
VII. New Business	<ol style="list-style-type: none"> 1. Potential Volunteer Appreciation Event in April The library is tentatively planning a barbecue-style event at Garrison Park on Saturday, April 24. It will be a general get-together, with less emphasis on prizes. Ryan is researching approved protocols for such a gathering. Ryan will ask staff if they need help from the LAB, such as cookies. 2. Continuation of Volunteer Birthday Cards Ryan thinks sending cards to volunteers is a positive program. Connie volunteered to continue to do the cards. They will be sent from the Public Library Work Group and staff. Ryan would like the staff to sign the template, which Connie will create. 3. Discussion and Review of late fees Late fees were discussed at the January and February 2020 meetings, with the intention to taking it to City Council, but that all changed with the pandemic. Revising the late fee policy will have to be approved by the City Council. Ryan has talked with YLN and shared some statistics. The network-wide auto-renewals has had a big impact on circulation and probably fines. Other libraries in the network, including Prescott Valley, Camp Verde, and all the smaller free library district libraries charge no late fees. Prescott is also reviewing policies. Kathy explained that Camp Verde Community Library has been fine free for almost two years. They still charge for lost materials, ILL requests outside the district, and late returns of

	<p>equipment (i.e. hotspots and laptops.) Patrons are grateful. They want to remove barriers and encourage the use of the library. Kathy thinks libraries should not be a burden to the poor people in our area. Things sitting on a shelf do no one any good. She said it's been really good for the community.</p> <p>Connie asked if this would affected the budget. Ryan explained that the highest collection of fines in recent years was in 2017, about \$6000. Rudy said the library's annual budget is about \$800,000 from the general fund. Ryan said that lost and damaged books would still be charged. Kathy said the goal of overdue fines is to get things returned on time. High demand items still should have consequences. Ryan will put this topic on next month's agenda.</p>
VIII. Future Agenda Items & calendar updates	<p><i>Next meeting—Wednesday, April 21.</i></p> <p>Late fees Sumer Reading Program Update on volunteer opportunities.</p>
IX. Adjournment	<p><i>Judy moved we adjourn. Susan seconded. Motion approved unanimously.</i> Meeting adjourned at 5:50 P.M.</p>

*Respectfully submitted,
Connie Gilmore, Secretary*