



*"Inspiring a Vibrant Community"*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING Minutes

Wednesday, April 18, 2018 @ 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 5:02 P.M. by president Margo Mitchell.
II. Roll Call	<p>Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn (via FB Messenger), Judy Paulus, Joe Stack, Library Manager Ryan Bigelow</p> <p>Absent: John O'Neill, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read, Community Services General Manager Richard Faust</p>
III. Call to the public	<p>Carolyn Francis spoke during Call to the Public. She expressed concerns about things she says are happening in the library. She said there are a large number of homeless people that seem to be "camping out" all day at the library and said that other libraries don't have this problem. She stated she no longer feels comfortable coming in to the library. She has looked at library policies at other libraries, and most of them are similar to ours, with the exception of "no washing in the sinks," which we do not have in our policy. She has complained several times to the staff about people who are loud or have bad body odor. She is now using the Sedona Public Library, because she feels "grossed out" by the homeless people who "stay here all day."</p>
IV. Approval of Minutes	Minutes from the previous meeting will be approved at the next meeting.
V. Library Manager's Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators: Overall, program attendance, circulation, and other usage</p>

	<p>statistics have increased from the previous month, as well as the previous year.</p> <p>2. The highlight for March was hosting the Verde Valley Comic Expo. There were just over 600 attendees. The event made over \$2000 for the Cottonwood Bookmarks and their support of the Summer Reading Program. The library also hosted a book signing by <i>New York Times</i> bestselling author J.A. Jance. Both events were held at the Cottonwood Rec Center.</p> <p>3. Ryan just completed interviews for Rose’s position in AV. There were 39 applicants and 8 interviews.</p>
<p>VI. Adult Services Report</p>	<p>1. Monthly statistics on adult program attendance, gate counts and meeting room usage:  Mary is out on FMLA until July. Ryan compiled statistics and presented some in a new report that is very detailed and informative.</p> <p>2. J.A. Jance book signing review.</p>
<p>VII. Youth Service Report</p>	<p>1. Monthly statistics on program attendance and technology utilization:  Joyce Read is out sick today.</p> <p>2. Verde Valley Comic Expo results overview. The Comic Expo was a big success, with over 600 in attendance. Total program attendance for March was 3617.</p>
<p>VIII. Unfinished Business</p>	<p>1. Strategic Plan—Continued discussion and direction for the Library Strategic plan. Ryan reviewed the stakeholders he intends to survey. He expressed concern about reaching “snowbirds” who will be leaving for the season. The board discussed different possible outreach formats, such as newspapers, flyers, PSAs, etc. The board expressed support for Ryan to move forward on information gathering.</p> <p>2. Parking—Discussion of potential solutions, concerns, and challenges for library parking. The CATS reserved parking signs in the Rec Center parking lot have been removed. The library employees are now parking at the Rec Center, freeing up the employee parking area for volunteers. Parking continues to be an ongoing challenge, with some patrons coming early and staying late, using the same parking space all day.</p>

IX. New Business

1. Library Patron Code of Conduct– Introduction and review of the Library Patron Code of Conduct. Discussion on any necessary updates, changes and patron violations:

Ryan asked for board input on the Patron Code of Conduct. Judy suggested that we add “No bathing in the restrooms.” There was general discussion of availability of showers in the community. Margo pointed out that the library should be a place where all people feel safe, whatever their social status. Joe asked if there were more complaints about the homeless using the library, beyond the person who spoke to call to the public. Connie asked if the staff could more closely monitor the areas that seem to collect habitual users, such as the back corner. Joe pointed out that the policy is in print, but asked if was enforced. Henry suggested that the Code of Conduct be more conspicuously displayed to inform patrons. Jackie said that the Homeless Coalition is working on a grant for a day drop-in center to provide an alternative for the homeless. She pointed out that the second sentence in the policy “Therefore, the staff has the right to ask anyone to leave the library, if, in the judgment of the senior staff person on duty, other patrons and users are being disturbed” gives enforcement flexibility. Ryan will do some more research on other libraries’ codes of conduct and bring more information back so we can revise ours. There was a general consensus that we include “no bathing” in our policy.

2. City of Cottonwood Boards and Commissions Handbook. Introduction and review of the City of Cottonwood Boards and Commissions Handbook:

Ryan briefly reviewed the Boards and Commissions Handbook, and encouraged board members to read through the handbook, which he emailed to the board. All boards and commissions have a City of Cottonwood email address. We are encouraged to use that for official business. Ryan asked us to come to our meetings prepared. Please review the information for the meeting before coming.

3. Volunteer Luncheon – Board member contributions to the luncheon:

Kyle will contact us ASAP: about what we may need to bring. The annual luncheon will be held Saturday, April 21, 2:00 at the Rec Center.

	<p>4. Upcoming Library Advisory Board Schedule – Discussion of the summer schedule: We will address this at the next meeting.</p>
X. Correspondence/ Comments	<p>Review of public comment cards from the month of March: There was a comment about “homeless people” parking “24 hr 7 days /wk in library parking lot.” Several patrons requested new materials, including large print mysteries and movies that got an Oscar, SAG, or Golden Globe award.</p>
XI. Future Agenda Items & calendar updates	<p>Upcoming Library Advisory Board meeting schedule Patron Code Conduct Luncheon follow-up Hours of operation <i>Next meeting Wednesday, May 16, 5 PM.</i></p>
XII. Adjournment	<p><i>Judy moved we adjourn. Joe seconded. Motion approved unanimously.</i> Meeting adjourned at 6:11 P.M.</p>

*Respectfully submitted,  
Connie Gilmore, Secretary*