



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING Minutes

Wednesday, April 21, 2021 @ 5:00 PM
Cottonwood Public Library—
Dede Ewald Room and GoToMeeting.com,
Cottonwood, AZ

Agenda

I. Call to Order	Meeting called to order at 5:00 P.M. by acting president Judy Paulus
II. Roll Call	Present: Susan Cox, Connie Gilmore, Kathy Hellman, Judy Paulus, Library Director Ryan Bigelow, Deputy City Manager Rudy Rodriguez Absent: Margo Mitchell, Paula Thompson
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Susan moved that the minutes of the regular meeting of March 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>Judy asked about volunteers. Ryan said they're slowly but surely coming back and are up to about 50. Circulation remains high. Kathy commended Ryan for showing statistics for 3 or 4 years, which helps put them in context.</p> <p>2. Meeting spaces are open again. They no longer need to put books in quarantine. All computers are open. There are more programs, including Storytime.</p> <p>3. They have upgraded mobile printing with new software from Envisionware. You can now print from a phone/laptop, not just a library computer.</p>

	<p>4. Margo received a letter from a library patron praising Jan Marc and his friendliness and helpfulness.</p>
<p>VI. Unfinished Business</p>	<p>1. Volunteer appreciation barbecue: Saturday, April 24 from 2-4 PM at Garrison Park. Margo, Paula, and Kathy volunteered to bring cookies.</p> <p>2. Adoption of Materials Borrowing Policy to include recommendation to the City Council to eliminate late fees. Ryan presented a basic policy based on one at Prescott Valley Public Library. Lost/damaged books must be paid for. He made some modifications to check-out quantities. It is an internal policy and won't have to go to Council, however Council will need to approve "no late fee on overdue materials." Susan moved to adopt the Materials Borrowing Policy, with the recommendation to eliminate overdue fines through Council. Connie seconded. Motion passed. There was general discussion about the best way to present this to Council. Ryan noted that many in the library network have already eliminated overdue fines.</p> <p>3. Future Volunteer Opportunities and Volunteer Strategic Plan. Jamie is creating a volunteer strategic plan. She is meeting one on one with current volunteers. How can we best utilize and recruit volunteers? How can we best recognize them? Monday Facebook posts will be dedicated to volunteers. The APS grant will be used for the Summer Reading Program as well as volunteer recruitment and appreciation. The library would like some volunteer-led workshops and classes. Susan is working with the garden. There could be subcommittees for the Comic Expo, the Book Fair, Code of Conduct, Christmas float, digitizing historic documents, etc. As the Library Advisory Board evolves, volunteers could sign up for projects they would like to work on. Ryan wants to be sure to include teens. Judy commented that as a volunteer, the library staff is friendly and welcoming.</p> <p>Susan asked Rudy about when the LAB transition to Work Group will be presented to Council. Rudy said it will be May 18.</p>
<p>VII. New Business</p>	<p>1. Summer Reading Program. Planning has been challenging due to the pandemic. Some programs will be virtual, some live. The theme is "Tales and Tails." Prizes will include opportunities for Out of Africa, the Fish Hatchery, the Humane Society, the Police Department and police dog, and horses at Deadhorse Ranch State Park. The \$2000 APS grant will help fund prizes. Judy suggested donation jars for the SRP. Kathy said that they</p>

	often ask for a 50% discount from places when purchasing tickets.
VIII. Future Agenda Items & calendar updates	<p><i>Next meeting—May 19, 2021.</i></p> <p>Council Meeting vote</p> <p>Volunteer Strategic Plan</p> <p>Volunteer Barbecue report</p> <p>Summer Reading Program</p>
IX. Adjournment	<p><i>Kathy moved we adjourn. Susan seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:50 P.M.</p>

*Respectfully submitted,
 Connie Gilmore, Secretary*