



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, May 16, 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 5:00 P.M. by president Margo Mitchell.
II. Roll Call	Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn, John O'Neill, Joe Stack, Library Manager Ryan Bigelow Absent: Judy Paulus, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read, Community Services General Manager Richard Faust
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Regular meetings of March 21 and April 18, 2018: Joe moved that the minutes be accepted as stated. Jackie seconded. <i>Minutes approved as written.</i>
V. Library Manager's Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>April featured the annual volunteer luncheon celebration where 55 volunteers were fed and entertained by library staff. The Dede Ewald Room was host to a variety of events, including a showing of the movie <i>Fences</i>, a "meet the manager," photography and basic computer classes with Steve Hensyl.</p> <p>Ryan asked if there were any questions about the statistics presented. Henry inquired about what "Adult Programs" included. Margo asked about the Youth Services report monthly comparisons.</p>

	<p>LED lights have helped the APS bill drop \$200-300/month. There was a leak in the meeting room a few weeks ago. Ryan is working on getting it fixed.</p> <p>The City Council approved a .5% sales tax increase. The total city sales tax will now be .35%.</p> <p>2. Yavapai Library Network steering committee meeting update:</p> <p>Ryan went to his first library network steering committee meeting. Baker & Taylor currently gives us a 40% discount, but will move to a 46% discount.</p>
<p>VI. Adult Services Report</p>	<p>1. Monthly statistics on adult program attendance, gate counts and meeting room usage review.</p> <p>2. Volunteer luncheon review and comments:</p> <p>Fifty-five attended the luncheon. The staff did a great job planning the event. The skit performed by the staff was entertaining, as usual.</p>
<p>VII. Youth Service Report</p>	<p>1. Monthly statistics on program attendance and technology utilization review.</p> <p>Youth Services staff are making plans for the 2018 Summer Reading Program. The theme this year is “Libraries Rock!” and is all about music and the science of sound. Registration for the program is online at www.ctwpl.info beginning May 22.</p> <p>2. Programs and attendance during school closure:</p> <p>When the schools were closed, Youth Services offered extra activities in the library.</p> <p>Joyce is working to get a community garden developed. There will be grant money to fund it. Approvals are needed from the City Council and Yavapai County. It will be raised beds, due to buried utilities at the site.</p>
<p>VIII. Unfinished Business</p>	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan.</p> <p>Ryan showed some of the responses in the beta testing phase of survey responses. He is pleased with the number of responses so far, and themes are developing. For example, in the current responses, 96% of respondents</p>

indicated that they drive to the library, which could help explain the parking issues.

There will be both electronic and print versions of the survey available. Ryan is still considering inserting a print version in the City utility bill.

Some schools are interested in coordinating summer reading programs. Each of Ryan's stakeholder conversations has been unique and individual, and has been an opportunity to promote the library as a community resource.

2. Parking—Continued discussion on potential solutions, concerns and challenges for library parking.

There have not been any complaints about parking in the past few months. The previously designated CATs spaces are now open, and are being fully utilized. We are making small adjustments which seem to be helping. This will be an ongoing issue to monitor. The former employee parking area is now open to volunteers. There are some security issues with outside access to the back door, but it is an easy exit for the volunteers.

2. Library Patron Code of Conduct—review of the Library Patron Code of Conduct along with other public library policies. Discussion on any necessary updates, changes and patron violations.

Margo commented that some of the policies that Ryan shared from other libraries were very long. She raised the issue of confidentiality that is specified in some policies. She pointed out some of the commonalities between policies.

Connie commented that some of them were ungainly, more as if protecting from a lawsuit rather than helping patrons understand what the policies are. The issue of selling things in the library was discussed. Ryan used the example of a program on essential oils. Can the facilitator sell the oils to participants? The board suggested that the presenter distribute informational materials so participants could contact the person outside the library venue, if they were interested. Joe suggested the addition of "unless approved"

	<p>be added to our policy. There was considerable discussion on the issue of body odor and how to deal with it in the policy.</p> <p>The board suggested a one-page code of conduct, with more detail in the actual policy, which is posted on the website. The website policies were last updated in 2007. Ryan and John had previously discussed the issues of cell phones and food. What defines “use of cell phones?” Instead of banning the use of cell phones, it may need to be specified that phone calls are differentiated from texting and Internet usage on a phone. The issue of food—several board members do not think people should be able to bring in food or drinks. There was a discussion of whether water should be allowed. Ryan suggested that there may be exceptions for the meeting rooms.</p> <p>This will be revisited at additional meetings.</p>
IX. New Business	<p>1. Library Hours – Current hours of operation discussion and review.</p> <p>Henry made some suggestions for modifying our current operating hours. One proposal was Monday and Tuesday 10-6, Wednesday 10-8, Friday 10-6, Saturday 10-2. Or M-F 9:00-5:30, Sat 9:30-3:30. These are within the 46 hours currently budgeted for. There may be complications with staffing. There was a discussion of how much use evenings would bring. Jackie suggested that some of the programs could be offered in the evenings so working people can attend. There was general discussion about how to determine the most advantageous hours. Ryan will get some staff input and revisit this issue. Scheduling is an ongoing challenge. Connie commented that it was nice that Henry made the effort to think creatively about this issue.</p> <p>2. Upcoming Library Advisory Board Schedule – Discussion of the summer schedule.</p> <p>We have met occasionally in June to get a budget update, but generally haven’t met during the summer. There was concern from the board about the attendance policy that states that board members can’t miss more than three</p>

	meetings per year, as there may be absences due to summer travel. Ryan was more concerned about just having a quorum. Please let Ryan know if you cannot be present, so he can plan accordingly. Margo commented that in this time of transition, we should meet throughout the summer. Jackie suggested an extra email reminder. The Board agreed to meet during the summer.
X. Correspondence/ Comments	Review of public comment cards from the month of February.
XI. Future Agenda Items & calendar updates	<p>1. Youth Services at Verde Valley Fair representing Verde Valley SciTech.</p> <p>2. Youth Services at Yavapai College representing Verde Valley SciTech.</p> <p>3. Adult and youth summer reading program</p> <p>4. Introduction of Jeff Clark, new full-time AV employee. There is a new part-time opening that Jeff vacated.</p> <p><i>Next meeting</i> Wednesday, June 20, 5:00 PM. Connie will be absent and will send Ryan the minutes template.</p>
XII. Adjournment	<i>Joe moved we adjourn. Connie seconded. Motion approved unanimously.</i> Meeting adjourned at 6:08 P.M.

Respectfully submitted,

Connie Gilmore, Secretary