



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, June 27, 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: Henry Mellon, Margo Mitchell, Jackie Nairn, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow, Community Services General Manager Richard Faust, Library Assistant II Kyle Smith, Library Clerk Jeff Clark Absent: Connie Gilmore, Library Supervisor Mary Griffith, Joe Stack, Youth Services Coordinator Joyce Read, John O'Neill
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Jackie moved that the minutes be accepted as stated. Henry seconded. <i>Minutes approved as written.</i>
V. Library Manager's Report	<ol style="list-style-type: none"> 1. Ryan introduced our newest full time employee Jeff Clark. We had 34 applicants, interviewed 7 people and Jeff earned the spot. Jeff started as a volunteer for about 9 months in high school and moved to a part time position in AV after school. He took a full time position in Youth Services and taught classes on coding and Lego robotics. He has also taught smartphone classes. Jeff wants us to be more technologically advanced and he has stepped up to take charge of coordinating the Comic Expo event. 2. Ryan talked about the Tech Time program that Kyle and Jeff are starting in July. Patrons can sign up for a 30 minute appointment with a staff member to help with technical related issues such as smartphone/tablet/laptop help.

	<p>3. Ryan talked about his experience at the ALA Conference in New Orleans. Approximately 20,000 librarians attended the event. His minor takeaways: He thinks we are doing what the industry is doing if not more, as far as trying to get the community to tell us what they want from our library. Thank you to our Bookmarks Friends of the Library group for funding the trip.</p>
<p>VI. Adult Services Report</p>	<p>1.</p>
<p>VII. Youth Services Report</p>	<ol style="list-style-type: none"> 1. Ryan pointed out we had two SciTech events at the Verde Valley Fair, our staff was there representing the library on Friday, Saturday and Sunday. We showed off our STEAM kits. Dina also did outreach at the Yavapai College SciTech event. 2. Youth Services Coordinator Joyce Read was elected Employee of the Quarter for the city of Cottonwood. 3. Joe mentioned the YS stats were impressive compared to last May.
<p>VIII. Unfinished Business</p>	<ol style="list-style-type: none"> 1. Ryan continues to have conversations with various organizations and groups regarding our strategic plan and is getting a lot of great feedback. The paper survey was simplified and some questions reworded to keep it as simple as possible. The goal is to roll out the survey on July 1. Ryan reached out to Walmart about setting up a table there to distribute surveys. He also plans to set up a table in the lobby at various times to distribute surveys. Margo suggested Fry's may be easier to get approval for this. 2. We haven't had any parking complaints recently. Henry noted that he hasn't seen anyone circling the parking lot in 5 or 6 weeks. Ryan said we should continue this conversation and keep thinking of creative ideas to alleviate the parking issues as it will continue to be an issue. 3. Patron Code of Conduct: Ryan asked if there were any takeaways from the example codes of conduct he sent to everyone. Margo noted that the language of the codes of conduct she read seemed stern and strict, but probably because they are bigger libraries who have had bigger problems that warranted the strict language. We have talked about food in the library, smells in the library, bathing in the restrooms and cell

	<p>phone usage. Ryan brought Portland’s Code of Conduct as an example, he liked the bold Act legally and ethically and Be considerate of others/communicate with respect. Joe mentioned that the problem is no matter how you write it will be subjective to the people involved. There was a discussion on safety in the library and Ryan mentioned we are in the process of rolling out an active shooter training to all of the library volunteers. Ryan showed everyone the Flagstaff code of conduct and everyone seemed to like this one the most. Specifically how it states simply what you may and may not do. Lastly Ryan presented the Chandler code of conduct.</p> <p>4. There was a discussion on service dogs and dogs in the library and Ryan mentioned a need for more staff training so that staff members are comfortable knowing and enforcing the rules with service animals. Judy asked about petitioners outside the entrance who get aggressive and if that is something that can be included in the code of conduct. Richard said people are allowed to hand out information within 35-50’ from the entrance. But if they are aggressive we can ask them to leave. Exits and entryways cannot be blocked.</p>
IX. New Business	<p>1.. Ryan presented our Online Resources page on the website. Joe noted that he had no idea that this existed and was amazed at the free resources available. Ryan asked the board to be aware of these resources and advocate for them. Joe suggested a newspaper article highlighting these resources. Jackie mentioned the usefulness of the Universal Class resource which allows access to hundreds of online courses of all types of subjects.</p>
X. Correspondence/ Comments	<p>Review of public comment cards from the month of May. Only two comments. Joe mentioned that there were several comments on the WiFi speeds and asked whether these were coming from the same person. Ryan said there were multiple people and has been trying to reset the WiFi access points on a weekly basis which seems to be helping.</p>
XI. Future Agenda Items & calendar updates	

XII. Adjournment	<i>Judy moved we adjourn. Joe seconded. Motion approved unanimously.</i> Meeting adjourned at 6:05 P.M.
------------------	--

Respectfully submitted,

Kyle Smith