



*"Inspiring a Vibrant Community"*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, July 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 5:00 P.M. by president Margo Mitchell.
II. Roll Call	<p>Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn, John O'Neill, Judy Paulus, Library Manager Ryan Bigelow, Library Supervisor Mary Griffith</p> <p>Absent: Joe Stack, Youth Services Coordinator Joyce Read, Community Services General Manager Richard Faust</p>
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Connie moved that the minutes be accepted with the correction of the presence of Joe Stack, who was listed as both present and absent. Judy seconded. <i>Minutes approved as corrected</i>
V. Library Manager's Report	<ol style="list-style-type: none"> <li>1. Ryan welcomed Mary Griffith back from her leave.</li> <li>2. Ryan attended the American Library Association's Annual Conference June 22-25. Ryan heard the keynote speaker Michelle Obama's talk about her life and upcoming memoir, and attended 13 sessions to gain a better understanding of how libraries work in 2018. The Cottonwood Bookmarks financed the trip.</li> <li>3. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators. Margo asked about the STEAM usage. She noted that the usage statistics rise rapidly and then seem to drop. Ryan explained that once the novelty of a new kit wears off, the usage drops a bit. He said they are looking at leasing new STEAM kits. Margo</li> </ol>

	<p>asked about what “playaways” are. This is also a lease program, with portable audio books primarily for adults.</p> <p>4. Review of Yavapai Library Network annual statistics. Ryan asked if there were any questions. Margo and Jackie said they both looked at what our statistics were, then compared to others. Margo asked how funds were distributed through the network. Ryan said it is a complicated process. Approximately 20% of our budget comes from the county, approximately 80% from the City.</p>
<p>VI. Adult Services Report</p>	<p>1. Mary commended Cindy, Kyle, and all library staff who really helped out while she was gone.</p> <p>2. Monthly statistics on adult program attendance, gate counts and meeting room usage. Henry inquired what “guest cards” were. They are primarily for computer usage, and the statistics reflect both adult and youth services. There are 19 computers in Youth Services, and 18 in the Adult Services area.</p>
<p>VII. Youth Service Report</p>	<p>1. Monthly statistics on program attendance and technology utilization.</p> <p>2. Summer Reading Program registration and participation update. Connie asked how the Summer Reading program is going. Teen involvement has doubled. There have been talks with COCSD to get most of their students enrolled next year. The Adult Summer Reading program is also going well this year. There was a suggestion that adults have a Winter Reading Program.</p> <p>3. Shirley held a story time in Cottonwood Village in conjunction with the seniors. Stories and crafts were shared and it was very well received.</p>
<p>VIII. Unfinished Business</p>	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Ryan has received 91 responses to the survey so far. Customer service has been highly rated. Henry compiled some of the comments that were the most consistent. Parking and library hours were among the most frustrating. The next round of surveys will reach out to non-regular library users.</p> <p>2. Parking – Continued discussion on potential solutions, concerns and challenges for library parking. The parking issue seems to be more difficult on days when we are only open 10-2:00.</p>

	<p>3. 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. Ryan pointed out that there are many different approaches to these policies. There is an ongoing discussion about food and drink in the library. The topic of service animals also came up. Policy has to reflect ADA laws. Judy suggested that we take each area of the code of conduct one step at a time. Henry moved that library patrons may bring water in a capped container into any of the library’s public areas. Connie seconded. <i>Discussion</i>—Judy suggested “beverages brought in a spill-proof container with a lid.” Margo expressed concern about spills around computers. Judy suggested including “All drink items shall be kept away from computers, copiers, printers, tablets and other electronic devices.” Jackie moved that we combine these two sentences. Motion reads “Patrons may bring water in a spill-proof container with a lid into any of the library’s public areas. However, all drink items shall be kept away from computers, copiers, printers, tablets, and other electronic devices.” Judy seconded. <i>Motion carried.</i></p> <p>Ryan explained that this back and forth discussion is very useful.</p> <p>4. Kyle and Jeff are scheduling ½ hour “tech time” sessions. They are currently booked through August.</p>
IX. New Business	1. There was no new business.
X. Correspondence/ Comments	Review of public comment cards from the month of June.
XI. Future Agenda Items & calendar updates	<ul style="list-style-type: none"> <li>a. Open Mic Night – Wednesday, July 18<sup>th</sup></li> <li>b. Continued discussion of policies.</li> <li>c. Library hours.</li> </ul> <p>Next meeting Wednesday, August 15.</p>
XII. Adjournment	<i>Henry moved we adjourn. Judy seconded. Motion approved unanimously. Meeting adjourned at 6:03 P.M.</i>

*Respectfully submitted,  
Connie Gilmore, Secretary*