



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, August 15, 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	Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow, Library Supervisor Mary Griffith, Absent: John O'Neill, 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	Judy 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>July saw the end of both the adult and youth summer reading programs. The kids ended with several parties, including a pool party at the Cottonwood Recreation Center. Some of the top readers earned fire engine rides with the Cottonwood Fire Department. The library also hosted its inaugural open mic night, highlighted by teen volunteer, Abby, reading from her self-published book.</p> <p>Shirley is retiring in September. Interviews for the open position are completed. Emma and Marisol are both leaving. There will be one part-time and one full-time position open.</p>

<p>VI. Adult Services Report</p>	<ol style="list-style-type: none"> 1. Monthly statistics on adult program attendance, gate counts and meeting room usage. Mary explained a report on meeting room counts, guest card uses, etc. Tech time continues to be very popular. 2. The Adult Summer reading program had 160 enrolled. Bookmarks donated 52 prizes.
<p>VII. Youth Service Report</p>	<ol style="list-style-type: none"> 1. Monthly statistics on program attendance and technology utilization. 2. Summer Reading Program registration and participation update: Joyce reported, in absentia, that Tinys (0-5 years) and Kids (6-11 years) enrollment were about the same as last year, but Teens increased. The total minutes read were very impressive. Top readers got to ride in a fire truck.
<p>VIII. Unfinished Business</p>	<ol style="list-style-type: none"> 1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. There have been 168 patron responses so far. Ryan will get the non-patron survey out soon, and would like us to forward it to others for more input. 2. Parking – Continued discussion on potential solutions, concerns and challenges for library parking. Ryan is considering removing some landscaping to increase parking by five spaces. He would also like to add two more ADA spots by combining three regular spaces. This will not solve the parking issue, but will help. Margo asked about whether the City will fund it. Joe suggested adding another spot where Staff/Volunteers park. Ryan is also considering adding a book drop that will be a drive-up. Currently people have to park to drop off materials. The Advisory Board agreed that this is a good idea. 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 wants to discuss portions of the Code revisions, and requests input from the Library Advisory Board and staff. Ryan will take the proposed revised Code of Conduct to the City Attorney and City Council. We discussed the issue of drinks last month. Judy suggested that we should not allow

	<p>food in the library, except in the meeting rooms and during special events. Mary pointed out that the meeting room policy already allows appropriate finger food that is pre-approved. Ryan explained that there is a new opportunity to get free produce for patrons. Last Saturday, the library gave away two boxes of bananas in the lobbies. Joe pointed out that that this still meets the current library policy that allows food in the lobbies. Policy items regarding Food and Drink will end up being two separate items. The Advisory Board agreed on the proposed revisions to the Food policy.</p> <p>Joe suggested revising the cell phone policy. Oral use of cell phones is not permitted. Ringers should be turned off. Foyers may be used for calls or conversations. Texting and other non-verbal use of cell phones should be permitted. The Advisory Board concurred.</p> <p>Joe also suggested that the “animals in the library” policy should have the addition of “library sponsored programs.” Judy said she likes the clarity of the Camp Verde Library’s animal policy. Ryan said that animal policies are being further clarified at the County level. He explained that you can ask if the dog is a service dog, and what task the dog is trained for. Jackie pointed out that it’s not legal to ask to see the dog’s certification. Mary described an incident with a certified service dog and a dog that was off-leash in the library. Ryan has been working to deal with the off-leash dog issue.</p> <p>Ryan wants us to review the rest of the Patron Code of Conduct to identify the things we would like to see addressed, changed, or updated. This item will be at the end of the next meeting, so we can address new business.</p>
IX. New Business	<ol style="list-style-type: none"> 1. Library Hours – Discuss options to change or increase current library hours. <p>Henry proposed several possibilities for additional hours without any additional funds. He thinks the priority should be consistent starting and closing hours at least 5 days/week. Henry noted that the surveys have also indicated that there is as much desire to extend Monday hours as Saturday hours. Jackie commented that being open one evening a week would</p>

	<p>also be helpful for people who work during the day. Judy commented that we used to open at 9:00 AM, but changed to 8:30 due to popular demand. Connie asked about level of staffing needed for adequate coverage. Ryan is gathering Strategic Plan information from the community to help support his request for additional funds for increasing hours.</p> <p>Judy suggested getting evening coverage by opening Mondays 4-8 PM, and having consistent opening/closing hours Tuesday-Saturday. Ryan wants us to consider how we can best use the 46 hours we currently have. Ryan would like to use information from the patron surveys, the community surveys, and from the staff. Connie commended Henry for bringing up the issue of hours with a fresh perspective.</p> <p>2. Ryan is looking at reconfiguring some of the spaces in the library, through weeding and moving shelves. This will also create more safe space, as there are several spaces in the library where people can more easily break library rules.</p>
X. Correspondence/Comments	Review of public comment cards from the month of May.
XI. Future Agenda Items & calendar updates	<p>Patron code of conduct.</p> <p>Continue discussion on hours.</p> <p>Next meeting Wednesday, September 19, 5:00 PM.</p>
XII. Adjournment	<i>Joe moved we adjourn. Judy seconded. Motion approved unanimously.</i> Meeting adjourned at 6:04 P.M.

*Respectfully submitted,
Connie Gilmore, Secretary*