



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, September 19, 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 vice president Judy Paulus
II. Roll Call	Present: Connie Gilmore, Henry Mellon, Jackie Nairn, John O’Neill, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow, Library Supervisor Mary Griffith Absent: Margo Mitchell
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Joe moved that the minutes from August 15, 2018, 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>The ESL class has been very popular, and will now be offered twice a week.</p> <p>The Bookmarks are now on Facebook and Instagram.</p> <p>The library received a \$2500 LSTA grant for STEM toys, including robots that teach coding.</p> <p>The windows in the Youth Services side of the building will be resealed on 9/27/18. Ryan said they leak in the rain and were resealed two years ago. John commented that they have leaked from the beginning.</p> <p>Ryan will be attending a Small Public Library Directors & Managers Meeting September 24-25.</p>

	<p>2. Introduction of Library Specialist–Early Literacy, Adela Martinez</p> <p>Adela started on August 28th. She is a Cottonwood native with extensive ties to the community, including nine years working with Yavapai County's WIC program providing families with nutrition, parenting, and education assistance. She will be working primarily with the “Tinys.” Adela will be presenting to Head Start at the end of the month. She has gotten material from the VV Imagination Library to share and is fluently bi-lingual.</p> <p>3. Personnel updates--Mary will be retiring December 4, 2018. She has worked at CPL for over 12 years. Ryan has submitted a job description to HR for review, and they hope to post the job next week. It will be internally/externally posted.</p> <p>The library has also begun a major weeding project of items not used in the last five years. Many of these books will be donated.</p> <p>Henry asked about the gate counts and whether the statistics can be collected by hour, not just by day. Ryan demonstrated how Google can show us the popular usage times.</p> <p>Thursday, September 6 was Miss Shirley's last day as a fulltime staff member, but she returned as a part time employee. She will be in Youth Services (and other places in the Library) on Mondays, Tuesdays and Wednesdays.</p>
VI. Unfinished Business	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Review of Questions for Cottonwood survey.</p> <p>Ryan continues to reach out to the community and gather more information. Responses to “what frustrates you the most,” at this point, is 1. Limited hours. 2. Parking 3. Lack of materials. Ryan will go into each category and break it down into specifics.</p> <p>Responses to “What do you appreciate the most about the library?” 1. Materials. 2. Friendliness of staff and volunteers. 3. Youth Services. 4. The network. 5. The space. 6. Wifi/Internet use.</p>

Ryan has been able to interview 13 different organizations in the community. He feels that these discussions have been invaluable.

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

It will cost \$30,000 to add five more parking spots. Is this the priority or is expanding/adjusting the hours more important? Ryan has had engineers look at possibilities. Joe asked if parking is worse on days the library is only open 10:00-2:00. Ryan is continuing to research drop boxes. The drive-up drop box could help alleviate short-term parking issues. He inquired about Prescott Public Library's parking policies. They have a two-hour limit, and continue to have numerous complaints.

Judy commented on encouraging more people to ride bikes to the library. Ryan said that they are looking at a new bike rack that looks like a book, which would also help promote the library.

3. Library Hours – Discuss options to change or increase current library hours. Henry commented that his initial proposal on adjusting hours was somewhat limited, and he realized that scheduling staff was more involved than he had considered. Ryan has surveyed some constituents about what their preferred time of access to help determine strategic times to be open.

Ryan is planning ahead for the next budget cycle. He hopes to conclude data gathering this calendar year, and will use that for future projections. He plans to present this to Cottonwood City Council, and invites us all to attend. An alternative plan is to reorganize the existing hours. He wants to limit changes for both patrons and staff.

4. 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. Joe explained his draft Patron Code of Conduct. He proposes a more positive approach and suggests a link to the library website for further explanation. Ryan commented that he appreciated Joe's

	proposal and positive tone. The second page is the "don'ts." We will revisit this next month.
VII. New Business	1. There was no new business to discuss.
VIII. Correspondence/ Comments	Review of public comment cards from the month of August.
IX. Future Agenda Items & calendar updates	<p>Next meeting--Ryan will email us to see if we can meet 10/24/18 instead of 10/17/18.</p> <p>Comic Expo – There will not be a fall event. We will have one Comic Expo in the spring, 3/23/19.</p> <p>The author's forum will now be part of Walking on Main in the Cottonwood Clubhouse. There will be 30 spaces for authors. Twenty spaces are filled so far.</p> <p>Parking</p> <p>Library Hours</p> <p>Code of Conduct</p> <p>Strategic Plan</p>
X. Adjournment	<p><i>Joe moved we adjourn. John seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 6:08 P.M.</p>

*Respectfully submitted,
Connie Gilmore, Secretary*