



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, November 14, 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, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Joe moved that the minutes from September 19, 2018, be accepted as stated. John 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. Ryan will highlight areas of interest in the future, so we can move forward.</p> <p>2. Library Supervisor position: Kyle Smith will be the new Library Supervisor. Kyle introduced himself to the Board. Ryan said the five candidates were impressive, but Kyle rose to the top. The board congratulated Kyle. Mary Griffin retires Dec. 4. There will be a small gathering from 11-12:00 Tuesday, Dec. 4. There will be an open position to fill his former position.</p> <p>3. Yavapai Library Network Mobile App. The new smart phone app will allow you to check out books with your phone. It can be customized, including upcoming events, checking on your own account, etc. You can scan the barcode on books in stores, and directly place a hold. Everything that is catalogued is available on the app.</p>

	<p>4. Arizona State Statistics. Ryan completed the annual statistics required by the Arizona State Library. YLN runs a lot of the necessary reports, but each library submits an individual report.</p> <p>5. Bookmarks Book sale and Burning Tree fundraiser updates: Bookmarks made almost \$900 at their sale. The fundraiser from the Burning Tree chili cook-off also generated \$900, which will be used for children's books. Margo attended, and said it was really fun. Ryan wants to ensure that the Library Advisory Board and the Bookmarks are informed of their activities.</p>
VI. Unfinished Business	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Identify community needs.</p> <p>Ryan reviewed the Community Needs Assessment. He discussed the process he used to gather information. ESRI Tapestry generated demographic information. Ryan reviewed circulation and usage statistics explaining "Where Are We At Now." He gathered basic data on Community Needs and Community Concerns. He identified Key Findings for the Library, including Library Needs and Patron Concerns. Community Awareness indicated that, for example, Ancestry.com is available on library computers, and Universal Class, with over 500 classes, which can be used for free for Continuing Education credits in some organizations. These resources could be very helpful for small businesses. Tech help with smart phones and tablets was also highly represented. Ryan is starting to evaluate these findings, and then use this information to guide programs and purchases.</p> <p>Joe asked about the current draft of the Code of Conduct. Margo said that identifying community needs has more impact on the budget process, which is beginning now. Ryan explained that this is the groundwork that will help us set priorities. Judy asked about how busy the Tech Time has been. Ryan said they are fully booked, and Judy suggested that we may need to add more emphasis to that. Ryan is looking at the priorities for the budget.</p>
VII. New Business	1. There was no new business.
VIII. Correspondence/ Comments	Review of public comment cards from the months of September and October.
IX. Future Agenda Items & calendar updates	<p>Next meeting—Wednesday, December 19, 2018, 5:00 PM</p> <ul style="list-style-type: none"> • Strategic plan • Christmas parade follow-up

Commented [CG1]:

	<ul style="list-style-type: none">• Personnel update• Budget planning update
X. Adjournment	<i>Judy moved we adjourn. Joe seconded. Motion approved unanimously.</i> Meeting adjourned at 6:05 P.M.

*Respectfully submitted,
Connie Gilmore, Secretary*