



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, December 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 5:02 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, Community Services General Manager Richard Faust. Absent: John O’Neill, Library Supervisor Kyle Smith
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Joe moved that the minutes from November 14, 2018, be accepted as stated. Judy 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>Ryan highlighted some of the statistics in the report that appeared significant. Joe commented on the continuing increase in usage of the Internet. Margo noted the increase in “winter” visitors.</p> <p>November marked the first official day for the new Library Supervisor, Kyle Smith. Kyle has worked his way up from Audio Visual Clerk, to Library Assistant and now to Supervisor. We are excited to see Kyle’s talents shared at a new level and expect great things. November also showcased the 2018 Book Fair at the Walkin' On Main event. Over 30 local authors participated at the newly renovated Cottonwood Clubhouse.</p> <p>2. Library Assistant II open position</p>

	<p>There are of 8 interviews from an applicant pool of 45. Two internal candidates will be interviewed. Ryan hopes to fill the position as soon as possible and is looking for the best fit.</p> <p>3. The Library float won “Best Community Spirit” in the Cottonwood Christmas Parade. The library received a \$100 check for the award. The library handed out cards with a small candy cane and information on how to get a library card, in English and Spanish during the parade.</p> <p>The library received a plaque from Y.E.S. the Arc “In appreciation for your support for individuals with Intellectual and/or Developmental Disabilities.” 12/15/18.</p> <p>4. Building maintenance updates</p> <p>There will be a new filter system for the drinking fountains, and the staff entrance door has been replaced.</p> <p>5. The Bookmarks have created a \$1000 scholarship for Cottonwood high school graduates for college or technical schools. At this point, this is a one-time award.</p>
<p>VI. Unfinished Business</p>	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan. Solutions to community needs and create library goals.</p> <p>Ryan reviewed the current Mission and Goal statements. The current objectives don’t necessarily address our priorities. Ryan asked us what ideas we had about “what is important.” Margo commented on addressing the needs for non-English speaking patrons. Henry suggested maximizing resources for hours open. Joe supported him and suggested that we look at hours in a different way. Joe commented on the web page and how important it is to stay current and user-friendly. Outreach is important. Connie commented on the need to support patrons of all ages, early childhood to senior citizens. General discussion of the library website and its usability. Judy pointed out the challenges of accessing the library catalog.</p> <p>Ryan said his outreach to the community has been enriching, rewarding, and eye-opening. He has identified an adult digital literacy issue. Henry commented on creating a more inviting space. Ryan suggested that we could partner with other organizations, and the library can provide space for workshops. Margo brought up the parking issue, which could be included in creating an inviting space. Richard Faust explained that he has requested budget money to reconfigure parking to create 11 or 12 new spaces with improved sidewalks. Ryan has also requested an additional full-time position, and asked for more part-time staff so we can increase our open hours, which was reflected in Ryan’s community surveys. The budget will be determined sometime in June.</p> <p>Ryan reminded us that there is a new city manager, so some things might change. Jackie said that our presence at strategic times at City Council meetings</p>

	<p>could have an impact. Ryan noted that we're using the information he has gathered to guide the budget requests. Richard explained the budget process.</p> <p>Ryan reviewed a list of some of the priorities he has determined after surveying a broad group of the community, including digital literacy for adults, activities and programs for kids, safe space for all, maintain and increase patronage, online focus with eBooks, Libby, etc., connecting the community, bringing a world beyond Cottonwood to kids, partnering with community organizations, early literacy, diversity in the collection, and grant funding. Ryan will take these big picture topics and package it into something "digestible."</p> <p>Joe asked if Ryan had consulted staff, and he explained he has discussed issues with individual staff members. <i>Ryan will develop this and email it to us for possible input.</i> The Advisory Board supports Ryan moving forward to present this to the Cottonwood City Council. <i>Joe moved that we authorize Ryan to submit his library strategic plan to the Council. Judy seconded. Motion approved.</i></p>
VII. New Business	1. There was no new business.
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of November.</p> <p>A patron asked that we staple the AZ Republic again because sections keep going missing. Ryan says the library has gone back to stapling some newspaper sections together.</p>
IX. Future Agenda Items & calendar updates	<p>Next meeting—January 16, 2019.</p> <p>Ryan encourages us to attend the January 15, 2019 council meeting at 6 PM for a strategic planning presentation.</p> <p>Update on strategic planning and budget process.</p>
X. Adjournment	<p><i>Joe moved we adjourn. Jackie seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 6:04 P.M.</p>

*Respectfully submitted,
Connie Gilmore, Secretary*