

Cottonwood Public Library Board of Trustees

Regular Meeting 18, January, 2012

Present: Board members Thelma Fisher, Liz Fuller, Dede Ewald, Connie Gilmore, Joan Lambard, Tyler Harding, Margo Mitchell; Vanessa Ward, Library Manager; Mary Griffith, Library Coordinator; Krysta Dehnert, Library Specialist.

Absent: Richard Faust, Community Services General Manager.

The meeting was called to order at 4:30 pm. Those present introduced themselves for the benefit of the two new board members, Margo Mitchell and Connie Gilmore. Minutes of the previous meeting were reviewed. Board member Liz Fuller made a motion to approve the minutes as written. Board member Tyler Harding seconded the motion. The minutes were unanimously approved.

LIBRARY MANAGER'S REPORT:

The manager presented statistics for the month of December 2011. There were 16,565 directional questions and 2,370 reference questions asked and answered during the month. Youth services *Storytime* featured crafts for the holidays. Our first "Rover" staff changeover occurred in December and progress continues. Library patron parking only and staff only signs were installed in the parking lot. Five library board applications were submitted in December to fill four positions. "Contact Us" links for the Circulation coordinator and Library Manager were added to the library website. The manager noted that the comments from the links are both interesting and helpful. *CircIt* was installed and self-checkout will begin when all items are tagged. The library is doing well according to statistics. Youth Services department puts out small event calendars at the front main entrance on the event sign. Computer classes are going well. They are mostly booked through April, with some running into May. *OverDrive* is going well with 200+ hits on the Gutenberg web site. The manager reported that she's not purchasing many ebooks, as they are expensive. She is about halfway through the budget process for the new fiscal year.

OLD BUSINESS:

The *Library Lines* was emailed to the board members, which includes the computer and ebook device class schedules. The manager presented the two new board members with the Library Policy. She explained that the board is in the process of reviewing and discussing changes to the policy, including the new gun law and social media. This is a slow process. The policy was last updated October 4, 2007.

NEW BUSINESS:

The Library Manager introduced City of Cottonwood City Clerk, Marianne Jiménez. The City Clerk gave each board member a *City of Cottonwood Board and Commission Member Handbook* describing the roles and responsibilities of board and commission members. She explained that the Library Board members are appointed by the City Council; therefore the board must adhere to the Open Meeting Law. Discussion followed as to what the Open Meeting Law covers, such as posting agendas and minutes on bulletin boards and the City's website. The City Clerk also explained that any electronic correspondence regarding Library Board business falls under the Open Meeting Law and must be retained as public record. This includes sites such as Facebook and Twitter. Ms. Jiménez informed the board that the Arizona State Library, Archives and Public Records has suggested retention times for electronic public records. She will also look up the retention schedule. The majority of information regarding the Open Meeting Law can be found on the Arizona Ombudsman citizens'

Aide's website at http://www.azleg.gov/ombudsman/Open_Meeting_Book.pdf. She suggested each board member set up a new folder in their email and simply move all board correspondence to that folder. Board member Tyler Harding asked if our Friends of the Library group, the Cottonwood Bookmarks, could set up a Facebook page for the library without having to save the content for public record. The City Clerk acknowledged that it was possible. Past board members do need to surrender their copies of public records. Chapter Four of the handbook goes over the Open Meeting Law. There was discussion about changing the ordinance regarding city residency of library board applicants to include a certain number of board applicants be residents of the Verde Valley. The Library Manager is going forward with those proceedings. Board member Tyler Harding asked if the library is the only department that has a manager instead of a director. The City Clerk directed the board to view the City Organization Chart in the handbook and noted that Human Resources, Cottonwood Area Transit, and the Library all have managers. She also stated that Mayor Diane Joens wants more interaction between the Library Board and the City Council. The City Clerk scheduled a meeting with the Parks and Recreation Department, the Library, and the City Council on Tuesday, April 10th, 2012 at 6:00 pm at the Parks and Recreation Center. Ms. Jiménez will send confirmation to the Library Manager and the manager will send it on to the board. The City Clerk suggested the board prepare items to discuss with the council, such as things they'd like to see happen in the library, budget, etc. The Library Manager inquired as to the status of a plaque honoring past, longtime board member Susan Hawley. The City Clerk is ordering the plaque and it will be presented at the regular council meeting on February 7, 2012. She finished with a reminder that the city assists with the Community Garden at Riverfront Park, and pointed out there is also a Community Orchard on Willard and Mesquite where citizens may purchase fruit trees and a plaque as a memorial for others.

The election of board officers ensued. The offices of President, Vice President, and Secretary each serve a three year term. Board member Dede Ewald nominated Tyler Harding for President. Margo Mitchell seconded the motion. The motion passed unanimously. Tyler Harding nominated Joan Lambard for Vice President. Margo Mitchell seconded the motion and it passed unanimously. Thelma Fisher nominated Liz Fuller for Secretary. Joan Lambard seconded the motion and it also passed unanimously. The new officers for 2012-2014 are Tyler Harding, President; Joan Lambard, Vice President; and Liz Fuller, Secretary. The board joined in thanking Joan Lambard for stepping into the office of President after the passing of Dr. Jay Fleishman.

The Library Manager reported that at this time she has not heard back from the state regarding the statistics she sent to them.

She also reported that VITA FAST Tax help will be here on Saturdays from February 2nd through April 14th. They will use the two computers next to the Southwest Room. This is for tax help only. They do not do taxes, they only give assistance. Our only involvement is providing the computers.

The training workshops are going well. We have flyers throughout the library regarding these computer and ebook device classes. The classes are held at the four-bank computers by the Southwest Room. With the laptop and projector, the class can view the training on the wall.

The Library Coordinator announced that the Annual Volunteer Luncheon is scheduled for Saturday, April 14, 2012 at the Parks and Recreation Center. We expect to eat around 2:30 pm. She explained to the new board members that this is an annual event put on by the staff and board to thank our volunteers for their service. We hand out Service Awards, Volunteer of the Year Award, Teen Volunteer of the Year Award, and prizes. She is contemplating a skit or a mystery theatre as the entertainment put on by the staff. Asked whether any of the

board members were interested in helping with a skit, Margo, Dede, Joan, Liz, and Connie expressed their willingness to help.

The coordinator reported an exceptional month in the Youth Services Department. *Fun with Drawing* with Al Vesey attracted 21 participants. *Game ON!* continues to grow. Yavapai County bought our movie license two years ago and it is time to renew it. We will be approaching the *Cottonwood Bookmarks* this year to possibly purchase a new movie license so we may continue to show movies.

YAVAPAI LIBRARY NETWORK UPDATE:

RFIDing is going well with approximately 40% of the library material tagged. *CircIt* is up and running with 4 antennas and 2 touch-screen monitors. We can tag in cataloging, the front circulation desk, and the youth services desk. *CircIt* has three functions: Checkin, checkout, and tagging. When self-checkout is ready, patrons can put a stack of books on the antenna—the large black pad—to check out all items at once. If they prefer, staff will check their items out for them. The antenna automatically desensitizes the books. Volunteers will still check in items. Some items, such as audio/visual items will be checked out by staff. At the moment, the county provides all of our tags. That will not last forever so we need to finish tagging as fast as we can. The Library Manager is reluctant to purchase the security gates for the system, as we require six gates and they are expensive.

CORRESPONDENCE:

There was no correspondence.

PUBLIC COMMENT:

There was no public comment.

FUTURE AGENDA ITEMS & CALENDAR UPDATES:

Future agenda items include: Volunteer Luncheon, suggestions for City Council/Library Board meeting, and Library Policy.

The next meeting is scheduled for Wednesday February 15, 2012 at 4:30 pm.

The meeting adjourned at 5:53 pm.

Respectfully submitted,

Krysta Dehnert
Library Specialist