

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, January 21, 2015 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:33 P.M. by president Margo Mitchell.
Roll call	Present: Connie Gilmore, Margo Mitchell, John O'Neil, Victoria Park, Judy Paulus, Joe Stack, Nancy Trupiano, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: (all present) New Board members were introduced and gave a brief bio. Victoria is an artist and loves gardening. Nancy worked for many years as a social worker. Both are library volunteers.
I. Approval of Minutes	Joe moved that the minutes be accepted as stated. Judy seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*Our circulation was up in December 2014 over December 2013, but Internet usage was slightly lower. There were 2,870 reference questions and 18,458 directional questions for the month. These figures show an increase of 15% in reference questions and a 7.5% increase in directional questions from last month. There were 85 programs with 638 in attendance vs. 75 programs with 804 in attendance in December, for a 13% increase in programs and a 21% decrease in attendance. The library was closed for two days in December, which affects statistics. We had a total of 4,040 holds placed and 3,240 holds filled in the month of December, vs. 3,292 holds placed and 2,608 holds filled in November, for a 23% increase in holds placed and a 24% increase in holds filled. We generally loan more items than we borrow throughout the network. We had 430 people use the Smart Table and 164 youth on the Early Literacy tablets. The STEAM kits had 106 used in December. The Job Service computer had 29 users in December.</p> <p>*The library is getting two new copiers for patrons and staff.</p> <p>*The library is now under Parks &amp; Rec for maintenance work orders. Vetroplex has raked the yard. They will come at a more appropriate time next time.</p> <p>*There has been a situation with young people climbing up on the roof and jumping off. Someone was injured, but it was not reported, as they were there illegally. The City is looking in to what can be done to make this a safer situation. Vanessa has consulted with Police Commander Eisenga regarding extra surveillance.</p> <p>*Joe moved that Margo remain president and Connie remain secretary of the Library Board, by acclamation. <i>Motion passed.</i></p>
III. Youth Services Report	<p>*Programs and participation have increased.</p> <p>*The Christmas parade was a success. TLC handed out 1000 flyers, and ran out, even though there were twice as many as last year.</p> <p>*The Shelf Elf was a lot of fun in December, and they are thinking about doing the same thing for the Summer Reading Program with Super Heroes.</p>
IV. Old Business:	<p>*Ballast Light issues—It is going out to bid. There are two new lights set up in the AV room, showing more light from the new ballasts. There is \$35,000 in the budget, and the library will fix as many as they can with this budget. Any leftover lights that need to be replaced will be budgeted for next year.</p> <p>*Foyer painting—Both foyers have been painted, although the color is the same.</p>

	<p>*SciTech Festival update—See the Verde Valley SciTech Festival website for the agenda (<a href="http://www.vvscitech.org/">http://www.vvscitech.org/</a>). The Youth Services Calendar in the Library newsletter has the events listed as well. There are many library events for the SciTech Festival.</p> <p>*Library Hours change—Vanessa went before the City Council to request a change of hours providing two additional hours of service per week. Beginning February 2, the library will open at 8:30 on Tuesday, Wednesday, Thursday, and Friday.</p>
V. New Business:	<p>*City Employee/Volunteer Appreciation Dinner—There will be a Mardis Gras appreciation event, Friday, Feb. 20, 6-10 PM. Music, dancing, costumes, door prizes, service awards, and food/cash bar. Hors d'oeuvres will be provided. You may bring one guest. RSVP to Mary by Feb. 6.</p> <p>*Youth Services Coordinator—There was an internal post with two applicants. Joyce Read has accepted and will begin as of Monday, January 26. She will report to Vanessa. This is not a new position, but a realignment of budget and duties.</p> <p>*Birthday Card Person—Dede was our birthday card person, but is no longer on the Library Board. Vanessa supplies the stamps. Connie volunteered to take over the birthday card duties.</p>
VI. Yavapai Library Network Update	<p>*Circuit is being upgraded. The colors are different, which has caused some issues. However, there are more options for patrons. You can now see what you have checked out and print it. There are some nice new features.</p> <p>*We continue to help adding the MUHS library collection to YLN. We have catalogued over 10,000 items. We hope to be done the end of February or early March. Vanessa, plus two others from YLN, are working on weekends to complete this project. Honors students were supposed to help RFID tag, but so far, no one has shown up. A grant is helping bring MUHS into the system. This will allow students to have better access to newer materials.</p>
VII. Correspondence	There was no public comment.
VIII. Public Comment	<p>There were several positive comments on the great library resources available. In response to a patron suggestion, we are adjusting spine labels to keep series in order. This will be an ongoing project.</p> <p>There was a comment of concern about the mistletoe in the trees outside the library. In response, there are bids out to trim the trees.</p> <p>Two patrons had concerns about accessing the library website and check-out system. Vanessa responded to them personally, and both were appreciative.</p>
IX. Future Agenda items & calendar updates	<p>City Mardi Gras appreciation event  Annual Library Volunteer appreciation luncheon  Ballast update  Tree pruning update  <b>Next meeting, February 18, 2015, 4:30 PM.</b></p>
X. Adjournment.	<p>Connie moved we adjourn, Judy seconded. <i>Motion approved unanimously.</i>  Meeting adjourned at 5:35 P.M.</p>

Respectfully submitted,  
Connie Gilmore, Secretary