

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, February 18, 2015 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:30 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, Youth Services Coordinator Joyce Read. Absent: no one
I. Approval of Minutes	Judy moved that the minutes be accepted as stated. Victoria seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*There were 3,717 reference questions and 18,837 directional questions for the month. These figures show an increase of 30% in reference questions and a 2% increase in directional questions from last month. We had a total of 107 programs with 1125 in attendance vs. 85 programs with 638 in attendance in December for a 26% increase in programs and a 76% increase in attendance. The library was closed for two days in January.</p> <p>*We had a total of 4,409 holds placed and 3,746 holds filled in the month of January vs. 4,040 holds placed and 3,240 holds filled in December, for a 9% increase in holds placed and a 16% decrease in holds filled.</p> <p>*We had 405 people use the Smart Table and 129 youth on the Early Literacy tablets. The STEAM kits had 45 uses in January. The Job Service computer had 34 users in January.</p> <p>*Overall, usage statistics continue to rise. The library has been very busy.</p>
III. Youth Services Report	<p>Joyce Read, recently appointed Youth Services Coordinator, gave the report.</p> <p>*Juvenile outreach has increased significantly. The YA section is very popular. In January, there were 1235 teens and 233 tablet sign-ups in the Hideaway.</p> <p>*98 Tiny Tots attended Story Time in January. Family Crafts are increasing in popularity. The Interactive Table is very popular.</p> <p>*Author Laina Lloyd was here for a book signing of "Do Butterflies Dream" with ten people in attendance.</p>
IV. Old Business:	<p>*Ballast light issues—The project is still out to bid.</p> <p>*City Mardi Gras appreciation event—The event starts at 6 PM. There is a cash only bar for soda, water, wine, beer.</p> <p>*Library hours change—It is going well. More and more people are aware of the change. Feedback has been positive, but people continue to ask for more access and hours.</p>
V. New Business:	<p>*Volunteer Appreciation Luncheon—April 18, 2-4 PM, at the Parks and Recreation Center. The theme is "Under the Big Top." Judy will bring Country Time lemonade. The library will provide coffee and water. Board members who volunteer to bring 3 dozen cookies: Connie, Judy, Margo, Nancy, and Victoria. Krista is the event planner. The food is out to bid.</p> <p>*Library succession plan—The City Manager has asked for a succession plan from all department heads. Vanessa plans to retire January 4, 2016. Vanessa submitted her</p>

	<p>information, including the suggestion that the position be filled by someone with an MLS.</p> <p>*The budget process has begun.</p>
VI. Yavapai Library Network Update	<p>*The Request for Proposals (RFP) committee will start meeting in March to work out the process for creating the RFP and some of the first essentials required for a new system.</p> <p>*Our servers will be down on March 18th & 19th (Wednesday & Thursday) so that they can do an upgrade on Symphony. That will include the online catalog, PC reservation, the RPA, and Telemessage services. This will affect all libraries in the network.</p> <p>*From the YLN manager's report: The Cottonwood Public Library contains 107,072 items in our collection. We are second to Prescott Public Library's 178,019 items, and ahead of Prescott Valley Public Library's 100,572 items. Sedona Public Library has 83,352 items.</p>
VII. Correspondence	<p>*There were several positive comments about the library facility and staff.</p> <p>*A patron requested that the Library Lines include an article that he wrote. We discussed the comment and had no resolution to the situation.</p>
VIII. Public Comment	There was no public comment.
IX. Future Agenda items & calendar updates	<p>Ballast Light issues</p> <p>Report on the City Mardis Gras Appreciation Event</p> <p>Volunteer Appreciation luncheon</p> <p>Next meeting, March 18, 2015, 4:30 PM</p>
X. Adjournment.	<p><i>Joe moved we adjourn, John seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:31 P.M.</p>

Respectfully submitted,

Connie Gilmore, Secretary