

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, February 19, 2014 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:32 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Connie Gilmore, Margo Mitchell, Judy Paulus, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Dede Ewald, John O'Neil,
I. Approval of Minutes	Margo moved that the minutes be accepted with revisions. Judy seconded. <i>Minutes approved as modified.</i>
II. Library Manager's Report	<p>*There were a total of 3,033 reference questions and 21,063 directional questions for the month. These figures show an increase of 4% in reference questions and 15% increase in directional questions from last month.</p> <p>*We had a total of 111 programs with 1,368 in attendance vs. 65 programs with 694 in attendance in December for a 71% increase in programs and 97% increase in attendance. We had a total of 3,813 holds placed and 3,223 holds filled in the month of January vs. 2,920 holds placed and 2,321 holds filled in December for a 31% increase in holds placed and a 39% increase in holds filled.</p> <p>*The budget process has started this week.</p> <p>*We had our circulation desks refinished with many compliments.</p>
III. Youth Services Report	<p>*There were 73 programs in January 2013, with 787 in attendance. In January 2014, there were 111 programs with 1368 in attendance, almost double from the previous year.</p> <p>*Our Hideaway continues to increase in patronage. This month it went up from 1190 in December to 1493 in January, an increase of over 300 in attendance.</p> <p>*MUHS called to set up a tour for one of their classes, so word is getting out that we are willing to provide a place for teens.</p> <p>*We will have a new music program for children for at least 3 months beginning in April with a new presenter/volunteer.</p> <p>*TLC took Valentine cards over to the Carefree Retirement home.</p>
IV. Old Business:	<p>*Ballast issues: The Community Development project manager is still considering the best options. The City Council is aware that it is a serious issue. There should be some answers by July 1, 2014. Recently, there have been more complaints from patrons about the problem.</p> <p>*Crosswalk from the Rec. Center to the library: The existing crosswalk has been repainted.</p> <p>*20th Anniversary Open House and Food For Fines: Vanessa proposes that we do the second and third week of June with "Food for Fines." June 8-21, 2014. The library will accept non-perishable items (within expiration date), in repayment of fines for up to \$10. The date of the open house will depend on the Summer Reading schedule of events.</p> <p>*Volunteer Appreciation Banquet: "Volunteers' Helping Hands Make Magic!" on</p>

	Saturday, April 5 th , doors opening at 2:00, with the meal served at 2:30, at Cottonwood Parks & Recreation Center. Guests may wear magical garments or dress casually. The Board will help provide refreshments, including star and moon shaped cookies.
V. New Business:	Collaborative Author Visit: Alan Dean Foster will make a presentation at Yavapai College, June 21 st . The Camp Verde, Cottonwood, Sedona, and Yavapai College libraries are collaborating to fund his presentation. There are 124 of his items in the YLN.
VI. Yavapai Library Network Update	<p>*Enterprise recently added a new feature with the option of turning off or turning on the patron history. It will now be a patron choice. Due to privacy issues, the library has not been keeping patron histories.</p> <p>*YLN is updating Symphony on Feb. 23, 2014, so the library will need to update each of the computers that has Workflows. We will have an option to have a self-registration online form.</p> <p>*Patrons in book clubs can do a search using "Book Club Kit" to view kits that include many copies of the same book. Currently, there are about 20 kits, mainly the classics.</p>
VII. Correspondence	<p>*We have had a few complaints this month regarding the ballasts and heat. There were several positive comments about the helpfulness of the staff, which Vanessa forwarded to the City Manager. Additionally, there were a number of materials requests.</p> <p>*Tyler followed up on the non-resident library card requests from last month. Mary said there were 5 non-resident cards issued. There were also 9 visitor cards issues. In January, 47 seniors, 96 adults, 10 young adults, and 20 juveniles were issued new library cards. 1081 guest cards were issued for computer use only.</p>
VIII. Public Comment	No public comments.
IX. Future Agenda items & calendar updates	<p>*20th Anniversary Open House and Food For Fines</p> <p>*Ballast/heating/cooling issues</p> <p>*Volunteer Appreciation Banquet</p> <p>*Collaborative Author visit</p> <p>Next meeting—March 19, 2014, 4:40 P.M.</p>
X. Adjournment.	<i>Connie moved we adjourn, Margo seconded. Motion approved unanimously.</i> Meeting adjourned at 5:45 P.M.

Respectfully submitted,

Connie Gilmore, Secretary