

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, March 18, 2015 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:34 P.M. by president Margo Mitchell.
Roll call	Present: Connie Gilmore, Margo Mitchell, Victoria Park, Judy Paulus, Joe Stack, Nancy Trupiano, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read. Absent: John O'Neill
I. Approval of Minutes	Judy moved that the minutes be accepted as stated. Joe seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*There were 2,907 reference questions and 17,567 directional questions for the month. These figures show a decrease of 21% in reference questions and 7% decrease in directional questions from last month.</p> <p>*We had a total of 94 programs with 1123 in attendance vs. 107 programs with 1125 in attendance in January for a 12% decrease in programs and 0.2% decrease in attendance.</p> <p>*The library was closed for one day in February. We had 3,700 holds placed and 3,120 holds filled in February vs. 4,409 holds placed and 3,746 holds filled in January for a 16% decrease in holds placed and a 17% decrease in holds filled.</p> <p>*We had 413 people use the Smart Table and 106 youth on the Early Literacy tablets. The STEAM kits had 99 uses in January.</p> <p>*The first iteration of the budget has been submitted. In reviewing Performances and Measures, the statistics show that Adult and Youth Services program attendance, including staff and meeting groups has increased 62% over the previous budget year. Vanessa attributes this to the grants. Computer usage and circulation are up 9%. The library is busy!</p>
III. Youth Services Report	<p>*The Youth Services area is having great success with outreach. They have met with preschool and juvenile groups, given class tours, and are planning on doing some outreach at the Mingus and Red Rock High Schools to get more interest in TLC and teen events.</p> <p>*The STEAM kits (ScienceTechnologyEngineeringArtsMath) are more and more popular. We have a new STEAM kit bought with the rest of the grant monies. It is called Q Ba Maze. Joe and Nancy both commented on and commended the opportunities that the availability of these kits provides great opportunities for young people here.</p> <p>*We will be participating in the Sci Tech Festival, From March 23-27. The library has scheduled daily events for the Verde Valley Sci Tech Festival, beginning on Tuesday, 3/23. On Friday, 3/27, Chris Guerra from the State Library will be demonstrating a 3-D printer from 2-4 PM. All the STEAM kits will be on display from 2-5, with several young patrons giving demonstrations of things like Snap Circuits, Cubelets, Lego Robots, Ozobots, Spher-o 2.0 and Animation. The library will be giving away bags that include a water bottle, pencil, bookmark, and information, provided by donors. There are many Sci Tech events, March 21-29 throughout the Verde Valley, with many participating agencies and sponsors.</p>

	<p>*On April 4 at 11:00 AM, “Project Pengyou,” from the Embry-Riddle Aeronautical University will be presenting on Chinese food, shopping, studying Mandarin, and Chinese Homestay. Everyone is welcome.</p>
IV. Old Business:	<p>*Ballast Light issues—A bid has been processed. They hope to complete the project by the end of April. We are working out the details of how to resolve safety issues during the installation while continuing to serve patrons. The completion of this project should resolve some of the ongoing correspondence regarding noisy lights and dim areas.</p> <p>*Annual volunteer luncheon—April 18, 2-4 PM at the Parks and Rec Center. Board members should be there at 1:30 and are encouraged to dress the theme—“Under the Big Top.” The library will provide coffee and water. Judy will bring Country Time lemonade. The following board members will bring 3 dozen cookies: Connie, Judy, Margo, Nancy, and Victoria. Krista is the event planner. Nate’s Cowboy Café got the winning food bid.</p> <p>*Patron issue—The City Manager has dealt with it.</p>
V. New Business:	<p>*Printers/copiers/Library document station—There is now a new printer for patron use and one for staff use. There will be a new document center for patron use, which will print, copy, fax, and scan. Payment will be through a connection to the coin machine. Costs will be as follows: \$1 fax, \$.10 print and scan, \$.25 color copy, two-sided copies \$.15, \$.40 for color. The new system will provide more self-service for patrons. The machine should be ready by early April.</p>
VI. Yavapai Library Network Update	<p>*The anticipated down time for servers for March 18th & 19th to upgrade Symphony has been rescheduled until further notice.</p> <p>*The library will be hosting four authors in April: April 11th, 10:30-12:00— Laina Lloyd, a presentation on dream interpretation, <i>Do Butterflies Dream?</i> David Boop, known for “Veronica Mars” and “The Green Hornet.” April 18th, 10:30-12:00— Dan Trumpis, OneBookAZ, <i>Welcome to Harmony</i> (Young Adult) Gale Leach, OneBookAZ, <i>Bruce, and the Road to Courage.</i> (picture book)</p>
VII. Correspondence	<p>*Positive comments about the library and the great attitude of the employees.</p> <p>*There was a request to tie print jobs to patron cards instead of to particular computers. Mary is looking into what we can or cannot change to help the situation.</p> <p>*A patron expressed a concern about limiting computer use to 1 hour/day, if there is no one waiting for it. There had been issues in the past with people who took advantage of the system in the past, so the library had tightened their policy. Mary has researched the policies of other YLN libraries. She and Vanessa will review the issue and adjust if it deemed necessary.</p>
VIII. Public Comment	<p>There was no public comment.</p>
IX. Future Agenda items & calendar updates	<p>*Ballast light report *Library luncheon follow-up *Library document station *Computer use time limitation report.</p>
X. Adjournment.	<p><i>Judy moved we adjourn, Joe seconded. Motion approved unanimously.</i> Meeting adjourned at 5:3X P.M.</p>

Respectfully submitted, Connie Gilmore, Secretary

