

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, March 19, 2014 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:30 P.M. by vice-president Margo Mitchell.
Roll call	Present: Dede Ewald, Connie Gilmore, Margo Mitchell, John O’Neil, Judy Paulus, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Tyler Harding
I. Approval of Minutes	Judy moved that the minutes be accepted as stated. Richard seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<p>*Internet usage overall is down. This reflects enforcing our library policy that allows only one hour use per patron. Some patrons were abusing guest pass privileges and staying on computers far longer than an hour.</p> <p>*There were a total of 2,872 reference questions and 19,787 directional questions for the month. These figures show a decrease of 5.3% in reference questions and a 6% decrease in directional questions from last month.</p> <p>*We had a total of 97 programs with 1,076 in attendance vs. 111 programs with 1,368 in attendance in January for a 13% decrease in programs and 21% decrease in attendance.</p> <p>*We had a total of 3,191 holds placed and 2,786 holds filled in the month of February vs. 2,920 holds placed and 2,321 holds filled in February for a 9.9% increase in holds placed and a 20% increase in holds filled.</p> <p>*Vanessa offered to provide the Advisory Board with additional statistics, but the board agreed that we are fully informed and can request additional information as needed.</p>
III. Youth Services Report	<p>*The Hideaway continues to increase in patronage. In February, we had 1408 patrons, compared to 249 last year.</p> <p>*We are gearing up for the Summer Reading Program. The theme this year is “Fizz, Boom, Read.” For Teens it is “Spark Reaction.” We have almost all of the summer presentations scheduled. One of the programs will be a presentation by Gene Twaronite, a children’s author, scheduled for June 25th.</p> <p>*We have the Children’s One Book Arizona Author, Mike Giglio coming on April 19th.</p> <p>*Author Alan Dean Foster is scheduled for June 21st at the Parks & Rec meeting room. This is a collaboration between the Cottonwood, Camp Verde, Sedona, and YC-Verde libraries.</p> <p>*Youth Services will be interviewing for a full-time position on Friday.</p>
IV. Old Business:	<p>*Budget—The ballast and crosswalk issues are more costly than anticipated.</p> <p>--Ballast and lighting replacement will cost about \$35,000. This is a priority for the Vanessa and Richard.</p> <p>--Crosswalk/sidewalk from the Rec. Center to the library would cost about \$10,000. This has been submitted, but will probably be postponed.</p> <p>--There is a proposal for a maintenance line item in the budget for approximately \$10,000/year. Items like chair reupholstering could be completed as money is available. Margo suggested that the City purchase enough fabric to do all the needed reupholstering, with reupholstering completed as money for labor is</p>

	<p>available.</p> <p>--Vanessa has requested the reclassification of a "clerk" position to "emerging technology specialist." She has also requested an additional part-time position.</p> <p>--Vanessa has also requested minor budget adjustments in other areas.</p> <p>*20th Anniversary Open House—Bashas' will be using the library for a training and will "pay" through a food donation, which will go to both the Summer Reading Program and to purchase a cake for this celebration. The date of the anniversary is Friday, June 20. The Board can assist with tours and refreshments. Vanessa is still working on the details of the "Food for Fines" program. She is also considering purchasing "I heart my library" bumper stickers.</p> <p>*Volunteer Appreciation Banquet—Saturday, April 5. Mary confirmed the board RSVPs. John will provide bottled water. Richard will bring 2 gallons of iced tea (one sweetened, one unsweetened.) Dede, Judy, Connie, & Margo will bring 3-4 dozen cookies each. The Board should be there by about 1:30. Costumes are encouraged.</p>
V. New Business:	<p>*Broken windows and grout—There were six windows in need of repair. The City has taken care of the problem. The Library is waiting for an estimate on cleaning the grout in the restrooms.</p> <p>*Advisory Board president—Tyler Harding has resigned from his position on the Advisory Board. Vanessa will post the open position. We will discuss the president opening further at the next meeting.</p>
VI. Yavapai Library Network Update	<p>*YLN now has stickers to put on academic and public school library cards so that they can use our databases. This will allow the public library to add a sticker to these user cards so they can access the Cottonwood library electronic resources.</p>
VII. Correspondence	<p>*There were a number of complaints about the lighting and heat in the library. There were requests for additional hours on Monday and Saturday. There were several comments regarding the restrooms. There were several requests for materials and appreciation for the library services and staff. Vanessa has addressed them as appropriate.</p>
VIII. Public Comment	<p>No public comments.</p>
IX. Future Agenda items & calendar updates	<p>*Selection of new Advisory Board President.</p> <p>*Volunteer banquet follow-up.</p> <p>*Budget.</p> <p>*May meeting—library tour for board.</p>
X. Adjournment.	<p><i>Dede moved we adjourn, Judy seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:30 P.M.</p>

Respectfully submitted,

Connie Gilmore, Secretary