

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, March 20, 2013 @ 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, Joan Lambard, Dede Ewald ,Thelma Fisher, Connie Gilmore, Margo Mitchell, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: No one
I. Approval of Minutes	Margo moved that the minutes be accepted as stated. Joan seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*Monthly statistics--There were a total of 2,693 reference questions and 17,999 directional questions for the month. We had a total of 85 programs with 1,098 in attendance. There were a total of 2,852 holds placed and 2,349 holds filled. 11 programs were provided by our staff for Outreach services with a total of 144 in attendance.</p> <p>*Vanessa will be attending the Verde Valley OLLI annual meeting to receive a Community Organization appreciation award for the library. *On 4/13/13, Vanessa and Mary will speak at Cottonwood Village on volunteering at the library. *Vanessa reported an estimated increase of 39% in programming attendance for FY 2013, up from FY 2012. She also estimates a 15% increase in computer usage. Circulation is relatively stable.</p>
III. Youth Services Report	<p>*Programming has increased from February 2012 to February 2013 by 34%. There has been a 25% in participants. *The "Spring Break Spectacular" was a huge success. During Spring Break, Youth Services held a different program daily, including crafts, movies, and presentations. On Wednesday, March 13<sup>th</sup>, a staff member brought in her collection of "Radical Reptiles." 79 people attended, with some turned away due to capacity limits. On Thursday, the Page Springs Hatchery brought in fish tanks for a presentation. 35 people attended. *We completed moving the entire Youth Services area, and are working on getting the new labels up. We have started a survey to rename the Young Adult area upstairs. There are 3 choices teens can vote for:</p> <ol style="list-style-type: none"> <li>1. The Attic</li> <li>2. The Haven</li> <li>3. The Hideaway</li> </ol> <p>There will be an open house in July or August for the new Young Adult area. Thanks to the Bookmarks, new shelving has been ordered for the upstairs. *Summer Reading program plans are underway. There will be daily activities, with the exception of the first week, when some of the regular weekly activities will remain. The theme is "Dig Into Reading." *Two Youth Services employees will be attending the "Keeping Kids Safe" event at Oxendale's on April 5 &amp; 6. They will have a craft and book table.</p>

	*Tyler commented that there is impressive growth in program attendance. Mary said outreach is going well.
IV. Old Business:	<p>*Phone service—Nothing has changed.</p> <p>*Budget Interests/Media dropbox—The library has ordered a media dropbox that will stand alone next to the book drop. In the future, we hope to get a larger one. Richard Faust will attend the “Capital Item” meeting on Monday, 3/25/13 to request new carpeting. Vanessa has prioritized spending and requests, and overall the budget is looking good. The Yavapai County Free Library District payment is increasing, and the new budget will cover this.</p> <p>*Internet bandwidth/block/allow sites—Mary and Krista can now block and allow sites. They used to be able to do this, but for the past two months have not been able to do so. This allows them more immediate control over potentially sensitive issues.</p> <p>*Volunteer luncheon—April 27, 2:30 P.M at the Rec Center meeting room, with the theme of “Mad Hatter’s Tea Party.” Abbie’s Restaurant will cater. Mary asked the Board to provide the following: Cupcakes--Dede, Thelma, &amp; Connie will each make 2 dozen. Iced tea--Tyler. Pink lemonade and punch--Joan, Richard, and Margo. The Board members should arrive at 2:00. Costume ideas, if you are so inclined—Queen of Hearts, Cheshire cat, Alice, etc., or dress like going to a tea party.</p>
V. New Business:	*“Bookmarks”-- The library is publicly thanking the Bookmarks and community members for being very supportive of the library. There will be items in the newspaper and on Yavapai Broadcasting recognizing the Bookmarks for more than \$39,000 in support last year and \$10,000 so far this year..
VI. Yavapai Library Network Update	Nothing new to report. They are still working on teletexting.
VII. Correspondence	Comments were generally positive.
VIII. Public Comment	No public comment.
IX. Future Agenda items & calendar updates	Staffing needs: The Board has concerns about staffing needs with the large increase in program attendance. <i>Next meeting—April 17, 4:30 P.M.</i>
X. Adjournment.	<i>Dede moved we adjourn, Connie seconded. Motion approved unanimously.</i> Meeting adjourned at 5:27 P.M.

*Respectfully submitted,*

*Connie Gilmore, secretary*