

Cottonwood Public Library board of Trustees

Regular Meeting 21, March, 2012

Present: Board Members Thelma Fisher, Dede Ewald, Margo Mitchell, Connie Gilmore, Joan Lambard, Tyler Harding, Library Manager Vanessa Ward, Library Coordinator Mary Griffith, Library Specialist Krysta Dehnert.

Absent: Board Member Liz Fuller, Community Services General Manager Richard Faust.

The meeting was called to order at 4:32 pm. Minutes of the previous meeting were reviewed. Board member Joan Lambard pointed out a misspelling in her name. Board member Margo Mitchell made a motion to approve the minutes as corrected. Board member Connie Gilmore seconded the motion. The minutes were unanimously approved as corrected.

LIBRARY MANAGER'S REPORT:

The manager presented statistics for the month of February, 2012. There were a total of 2,355 reference questions and 15,511 directional questions for the month. We had a total of 22 library sponsored programs with 421 in attendance. Programming on the graph page includes all programming at the library. RFID tagging is progressing and the security gates have been ordered. Our annual volunteer luncheon is scheduled for April 14, 2012 at the Parks and Recreation Center. We had 15,821 checkins and 14,905 checkouts in February. The manager pointed out that the Director Station is not accurate, so some of the graphs are not correct in respect to comparing last year to this year. This doesn't affect the number of volunteers and volunteer hours however.

OLD BUSINESS:

The board discussed suggestions to present to the Mayor at their April 10th meeting. It was decided that three points of interest in outline form would include 1) library hours, 2) staffing, and 3) the book budget.

The library manager reported that reviewing the library policy is steady but slow and that she is on page 15. She is color coding additions and deletions, and the board should receive a copy of the proposed changes by the next meeting. The manager also explained that the city now has a Social Media Policy in which the city has a Facebook page to encompass all city departments. She reported that she is still waiting on the state statistics.

There was considerable discussion on the Volunteer Luncheon on April 14th at the Parks and Recreation Department. The doors open at 2:15 pm and lunch, catered by Jerona, is served at 2:30 pm. The Library Coordinator explained to the new board members that the board helps put on the luncheon by helping to set up and take down, and by providing dessert and drinks. Board members Gilmore, Mitchell, Ewald and Lambard offered to bring 2 doz. cookies each; board member Fisher will bring lemonade and napkins; board member Harding offered to bring cream, sugar and iced tea; we will let board member Fuller know what else is needed. The library provides the coffee.

The Library Coordinator reported that the RFID project is going well. All of the youth services items (except audio/visual) will be done by the first of next week. That will allow the mobile unit to be used on the adult items so we can move faster.

There was nothing to report on the library budget.

NEW BUSINESS:

The Library Manager reported that we're hoping to have Betsy Johnston's memorial by the middle of April for National Volunteer Week. The picture and plaque will be located next to Alberta Jeffrie's memorial between audio/visual and Youth Services. Dr. Jay Fleishman's memorial plaques are ordered. Brass plates will be placed in boulders at the 6th St. and parking lot doors.

The Library Coordinator presented the Youth Services Report. The two new "Kidspac and Teenpac" pages for the website went live and look great. All of the Youth Services library sponsored programs are going well and becoming more popular with each passing week. In April we are changing the name of Baby Brain Time to Tiny Tots Time. The Baby Brain Time is a program we provided with grant funding which is over now. She reported that for Dr. Seuss Day we played the original "The Lorax" movie on a reel-to-reel, which the kids seemed to enjoy. We will be using the reel-to-reel regularly with the movies found in storage.

YAVAPAI LIBRARY NETWORK UPDATE:

There was nothing to report.

CORRESPONDENCE:

The board members were presented with a sheet of typed comments from the suggestion box.

PUBLIC COMMENT:

There was no public comment.

FUTURE AGENDA ITEMS:

Board members will e-mail agenda items to the Library Manager before the next meeting.

There are three meetings in the month of April. The board meets with the Mayor at 6:00 pm on April 10, 2012. The Volunteer Luncheon is at 1:00 pm, April 14, 2102. The regular board meeting is scheduled for Wednesday, April 18, 2012 at 4:30 pm

The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Krysta E. Dehnert
Library Specialist