

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, April 22, 2015 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:32 P.M. by president Margo Mitchell.
Roll call	Present: Connie Gilmore, Margo Mitchell, John O’Neil, Victoria Park, Judy Paulus, Joe Stack, Nancy Trupiano, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: no one
I. Approval of Minutes	Joe moved that the minutes be accepted as stated. Judy seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<p>*There were 2,938 reference questions and 19,648 directional questions for the month. This is an increase of 1% in reference questions and 12% in directional questions from last month. We had a total of 105 programs with 1,1418 in attendance vs. 94 programs with 1,123 in attendance in Feb., for a 12% increase in programs and a 26% increase in attendance. There were 4,197 holds placed and 3,520 holds filled in March vs. 3,700 holds placed and 3,120 holds filled in February, for a 13% increase in holds placed, and a 37% increase in holds filled. 367 people used the Smart Table and 126 used the Early Literacy tablets. The STEAM kits had 367 uses in February. The Job Service computer had 29 users in March.</p> <p>*We participated in the AZ—Verde Valley Sci-Tech Festival and had a total of 297 participants attending our Youth Services events.</p> <p>*Vanessa had to cut the proposed budget by 3% for next year.</p> <p>*The library catalog will now say “available soon” when books have been ordered. Patrons can place holds on these materials.</p>
III. Youth Services Report	<p>*Outreach has increased greatly in March 2015 compared to March 2014. Program attendance has also increased significantly. There were 202 attendees for the Sci Tech Festival. Chris Guerra from the State Library demonstrated a 3-D printer, which appealed to a wide range of ages.</p> <p>*Summer Reading Program—“Every Hero has a Story” is the theme for juveniles and “Unmask!” is the theme for Teens.</p> <p>*Youth Services is sponsoring the “Blue Hair” challenge: If 500 kids and teens sign up for the Summer Reading Program, the YS staff will dye their hair blue at the end of the program. There are some great programs in the works for the Summer Reading Program.</p> <p>*Last Saturday (4/18/15), the One Book AZ authors, Gail Leach and Dan Trumpis were here. There was good attendance.</p>
IV. Old Business:	<p>*Ballast light issues: The selected company is coming Wed., 4/29/15 and will do the work after hours.</p> <p>*Annual Library volunteer luncheon—Everyone had a wonderful time. The skit was outstanding. “Cottonwood Library Honors Volunteers” is available on YouTube.</p>
V. New Business:	*Library Document Station—located by the AV desk, first come/first served. Patrons can scan, fax, but there are still issues with the copier.

	<p>*Computer use time limitation report—it is now 90 minutes per day. Patrons can still get a guest card at the front desk. Overall, there have been positive comments.</p> <p>*Kyle has been doing some outreach, including making a presentation at the V.V. Computer Club and the Ham Radio club. He shared information about the library databases, Zinio, Overdrive. He is working on setting up some training at the library for patrons to learn about available databases.</p> <p>*Kyle accepted the position as Library Assistant II, to begin May 11. He will replace Krysta when she retires in June. His former position is posted.</p>
VI. Yavapai Library Network Update	<p>*There will be a retirement party for Krysta on May 29th from 2-4:00. Mary will send out invitations to YLN members and Advisory Board members.</p> <p>*Kyle is the chairperson for the YLN tech meeting, here on May 14th. YLN is working on strategic planning for the network.</p> <p>*The network servers are moving from the Prescott Public Library to the Yavapai County Building on Commerce Drive, where the IT employees are located.</p> <p>*We will have the first ever Adult Summer Reading Program in August, after the youth Summer Reading Program concludes. The theme is “Escape the Ordinary” and the parameters of the program are being developed.</p> <p>*There were 122 new patrons in March: 66 adults, 6 juvenile, 4 non-residents, 42 seniors, and 4 young adults. Of those, 58 were Cottonwood residents and 54 were in the county.</p>
VII. Correspondence	<p>*There were a number of positive comments about how helpful the library staff is. One person said “The courtesy level is AMAZING!!!” (including part-time workers)</p> <p>*Dede Ewald sent a nice thank you note in acknowledgment of the recognition she received at the annual Library Volunteer Appreciation Luncheon.</p>
VIII. Public Comment	There was no public comment.
IX. Future Agenda items & calendar updates	<p>*Adult Summer Reading Program.</p> <p>*Ballast light update.</p> <p>*Budget.</p> <p><i>There will be no May meeting. Our next meeting will be June 17, 2015.</i></p>
X. Adjournment.	<p><i>Judy moved we adjourn, Joe seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:20 P.M.</p>

Respectfully submitted,

Connie Gilmore, Secretary