

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, May 15, 2013 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 5:33 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald, Thelma Fisher, Connie Gilmore, Richard Smith, Library Supervisor Mary Griffith Absent: Margo Mitchell, Library Manager Vanessa Ward
I. Approval of Minutes	Thelma moved that the minutes be accepted as stated. Dede seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*There were a total of 2,921 reference questions and 19,989 directional questions for the month.</p> <p>We had a total of 66 programs with 846 in attendance.</p> <p>We had a total of 3,048 holds placed and 2,522 holds filled.</p> <p>Ten programs were provided by our staff for Outreach services with a total of 102 in attendance.</p> <p>*ZINIO magazine database is up. You have to sign up initially, but once you have signed up, you only have to log in through the Public Library website. Universal Class, with continuing education courses, is not yet available.</p>
III. Youth Services Report	<p>* There were 818 participants, an increase from 734 in April 2012.</p> <p>*The Summer Reading Program planning is in full swing. There are numerous programs scheduled. Each week has a theme that goes with "Dig Into Reading." Most programs are provided by volunteers at no cost.</p> <p>*The two part-time positions were filled. Laura was a volunteer and is now in the A/V department. Diane was hired, but just gave her notice due to health issues. Mary will be consulting with HR about the course of action to replace her.</p> <p>*The Youth Services upstairs area is now known as "The Hideaway."</p> <p>*The new shelving has been installed. They fit well and books have been shifted.</p>
IV. Old Business:	<p>* Volunteer luncheon— The event was very successful. The catering was good and quite reasonable in cost. A group of over 50 Verde Valley Voices performed and were wonderful. The decorations and skit were fun.</p> <p>*Tyler suggested that we request funds from the Bookmarks to purchase a new camera that has sound/video capabilities to assist with publicity for events such as the Volunteer Luncheon.</p>
V. New Business:	<p>*LSTA Grant—tabled until next meeting.</p> <p>*Gate installation—The new gates will be here Friday. City staff will take out the old gates Friday, and the company will install the new gates Monday.</p> <p>*Author's Forum—This was the first time the library has done this event. Approximately 50 people visited 27 authors. Authors were treated to cookies and punch afterwards. Krysta grouped the authors according to genre, and it flowed well. To participate in the door prize, you had to visit all the authors. Only 5 people saw all the authors. Rosemary Price won the door prize. Overall, it was a success.</p>

	*Law Day—Last year, 14 people signed up. This year, 16 people signed up in the first hour. There were 8 attorneys that helped 57 people. They will schedule this event again for next year.
VI. Yavapai Library Network Update	*ZINIO is paid for by the state for 18 months and Universal Class is being purchased by The Yavapai County Free Library District. They will take over on ZINIO after the state stops paying for it.
VII. Correspondence	*Library staff is following up on a patron complaint about light interfering with screen visibility at the self-check station. They are monitoring the situation after making some minor adjustments. *There was a complaint about smoking too close to the building. Vanessa had a new sign posted. *DVD shelving—staff is researching how other libraries organize their DVDs. It is a complex issue.
VIII. Public Comment	No public comment.
IX. Future Agenda items & calendar updates	<i>Next meeting— Wednesday, June 19, 4:30 P.M.</i> <i>Agenda items--LSTA Grant, ZINIO and Universal Class, gate installation, water leak and wall issue, feasibility of cigarette receptacle and signage noting 20 feet by main entrance.</i>
X. Adjournment.	<i>Joan moved we adjourn, Dede seconded. Motion approved unanimously.</i> Meeting adjourned at 5:15 P.M.

Respectfully submitted,

Connie Gilmore, secretary