

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, May 21, 2014 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:31 P.M. by Vice President Margo Mitchel.
Roll call	Present: Dede Ewald , Connie Gilmore, Margo Mitchell, John O’Neill, Judy Paulus, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: none (one vacant seat)
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>*Vanessa thanked the Board members who attended the Cottonwood City Council meeting for the presentation for the 45 and 50 year volunteer recognition.</p> <p>*Statistics: There were 2711 reference questions and 21,042 directional questions for the month. There were 87 programs with 884 in attendance, with a 7% increase in programs and a 2.3% decrease in attendance.</p> <p>*Overall circulation increased in April 2014 compared to last year, and E-reader statistics continue to increase significantly.</p> <p>*Internet statistics are going down because we are enforcing the one hour limit. Staff in Youth Services will allow more than one session a day on a first-come-first-served basis.</p> <p>*There were 56 participants in Law Day. We had an increase in participating lawyers.</p>
III. Youth Services Report	<p>*March: There was a slight decrease in the number of programs offered and participants, but this may have had to do with the time restrictions for staff to do outreach.</p> <p>*April: The SRP donations letters were sent. The Animation and Lego classes will continue through the next few months. Outreach in April increased. Jeff participated in the Children’s Celebration, 4/19/14.</p> <p>*The Summer Reading program is gearing up. The theme is “Fizz Boom Read” for youth, and “Spark a Reaction” for teens. Sign-ups begin June 1. The first presentation this year will be a 3-D printer. Many activities and crafts are planned.</p>
IV. Old Business:	<p>*Broken windows/sunlight issue—The broken windows are all fixed. They have added a sun film on the upper west windows. There is still some glare on the self-check-out computer, which has been readjusted to help as much as possible.</p> <p>*20th Anniversary Open House— June 20, 11-2:00. Krysta is working on advertising. Vanessa is working on a PowerPoint of the library’s history. The cake will come from Food City. We will be giving library tours. Library Board Members who are in town are requested to attend. We hope that the mayor and some council members will attend. Judy suggested that the Library Board wear name tags. In honor of the 20th anniversary, we will encourage “Food for Fines” the month of June, with a \$10 limit. It will not apply to lost books or collections. Three local food banks will receive the food donations: Old Town Mission, St. Vincent DePaul, and Mountain View Methodist.</p> <p>*Volunteer Banquet follow-up—It was a very fun event. Judy commented that the library staff skit was the best part of the event.</p>

	<p>*Grout cleaning in the restrooms—they tried, but there are still some issues as it is 20 years old.</p> <p>*Budget—The City is projecting the need for budget cuts. There will not be an additional part-time clerk, but there may be a possibility for some help from NACOG.</p>
V. New Business:	<p>* Introduction of new staff member—Joyce Read is the newest member of the Youth Services staff. She has about 25 years of experience in various libraries, and has already been an asset.</p> <p>*Advisory Board president—There is an opening on the Library Board, but it must be a Cottonwood resident. Connie nominated Margo to serve as Board president. Judy seconded. <i>Motion approved unanimously.</i></p> <p>Dede nominated Judy as vice president, Connie seconded. <i>Motion approved unanimously.</i></p> <p>*LSTA Grant---Anne Roberts, a part-time employee wrote the grant. The library received \$23,480 for a “smart” interactive table for children. We also got four early literacy tablets for children. The acceptance of the grant will go before the Cottonwood City Council June 3.</p> <p>*Allie Ollie Fundraiser – July 26, Saturday afternoon. There will be a fashion show and more.</p> <p>*Library tour—The Library Board toured the library after the meeting was adjourned.</p>
VI. Yavapai Library Network Update	<p>*YLN now has stickers to put on Academic Library cards so that they can use our databases.</p> <p>*MUHS will now be a part of YLN.</p>
VII. Correspondence	<p>*There were several comments on lighting. The library has mitigated all that it can at this time.</p> <p>*A previous comment about the need for hooks in the Women’s restroom has been resolved and the library received thanks.</p> <p>*There were several requests for materials, and they were filled as much as possible.</p> <p>*There was a comment about the security of the DVD & CD return options. The library is investigating possibilities.</p>
VIII. Public Comment	No public comments.
IX. Future Agenda items & calendar updates	<p>LSTA grant update.</p> <p>Allie Ollie fundraiser.</p> <p>Twentieth anniversary open house.</p> <p>Budget update.</p> <p><i>Next meeting—September 17, 2014.</i></p>
X. Adjournment.	<p>Dede moved we adjourn, Judy seconded. <i>Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:20 P.M. Some Board members toured the library facilities.</p>

Respectfully submitted,
 Connie Gilmore, acting secretary