

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, June 17, 2015 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:33 P.M. by Vice President Judy Paulus.
Roll call	Present: Connie Gilmore, John O’Neil, Victoria Park, Judy Paulus, Joe Stack, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Margo Mitchell, Nancy Trupiano
I. Approval of Minutes	Joe moved that the minutes be accepted as stated. Connie seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<p>*There were 2,827 reference questions and 18,451 directional questions for the month. These figures show an increase of 4.6% in reference questions and a 4% decrease in directional questions from last month.</p> <p>*There were 100 programs with 1,122 in attendance vs. 80 programs with 883 in attendance in April, for a 25% increase in programs and a 27% increase in attendance.</p> <p>*There was a total of 3,670 holds placed and 3,061 holds filled in the month of May, vs. 3,574 holds placed and 2,953 holds filled in April, a 2.7% increase in holds placed and a 3.7% increase in holds filled.</p> <p>* 601 people used the Smart Table and 105 youth used the Early Literacy tablets. The STEAM kits had 156 uses in May. The Job Service computer had 26 users in May.</p>
III. Youth Services Report	<p>*Youth Services (YS) staff is busy planning and preparing for the annual Summer Reading program. This year’s theme is “Every Hero has a Story” for juveniles and “Unmask!” for teens.</p> <p>*The YS staff had a training with Chris Guerra from the State Library on the GRA (Great Reading Adventure) which is the online program for the Summer Reading program. This will be on the library website and patrons will be able to register and log in reading minutes online. This is our first summer using the online program.</p> <p>*YS is sponsoring the “Blue Hair Challenge” this summer. Last year, we had about 385 kids and teens register for the Summer Reading program. This year, we hope to get 500. So far, we have had nearly 400 sign-ups for the “Blue Hair Challenge.” If we get 500, the staff will color their hair blue.</p> <p>*YS received funds from the Bookmarks to purchase book prizes this year, as well as have some presenters from the State SRP roster. We will have a musical group, “Sticks and Tones” and the “Junk Lady.”</p> <p>*Generally, program, outreach, and usage statistics have increased from the previous year.</p>
IV. Old Business:	<p>*The ballast lights have been installed. They are much brighter and quieter.</p> <p>*Vanessa introduced Rose Barnett, the new AV clerk. Rose was a previous volunteer at the library, and joins the staff replacing Kyle’s old position.</p> <p>*Vanessa has not gotten the final budget figures, but there will be a budget line for repairs. Everything else is the same as last year’s budget.</p>
V. New Business:	*Mary reported on the Adult Summer Reading Program. You can register online. The program runs August 1 through September 18.

	<p>*Library policy changes: Victoria asked a question about the policy regarding panhandlers. There was an incident at the door of the library with a youth. Vanessa said that anyone under 18 should be reported to CPS by a staff member. Others should be asked to leave by a staff member.</p> <p>Meeting Room Policy—The meeting room policy was significantly modified. The board discussed the changes. The application has also been changed.</p> <p>Youth Services Photo Policy—The photo policy explains the new approach. Parents will need to “opt out,” instead of “opting in” to have children’s photos taken that can be used in the newspapers.</p> <p><i>Joe moved that we approve the policy changes, with the stipulation that minor grammatical corrections be made. Victoria seconded. The motion passed unanimously.</i></p> <p>*Seed library—Verde Thumbs Gardeners, an affiliate of Gardens for Humanity, have proposed creating a seed library. They would provide seeds of plants that that could grow locally. It will be open on a limited basis. People could then return seeds to the library after the plants have matured. There will be some workshops on seed growing held at the library. This is becoming very popular at libraries around the state.</p>
VI. Yavapai Library Network Update	*YLN was down a day. It was a planned outage to move the servers in Prescott.
VII. Correspondence	*There were positive comments about the new lights, as well as the library and the staff. However, patrons would like to have more open hours. There was a comment about large print books for visually impaired children. Staff will add stickers to those books as appropriate. There was a comment about public computer usage.
VIII. Public Comment	There was no public comment.
IX. Future Agenda items & calendar updates	<p>*J.A. Jance is coming September 19.</p> <p>*Report on the youth and adult Summer Reading programs.</p> <p>*Seed library.</p> <p>*Final budget update.</p> <p><i>Next meeting is Wednesday, September 16, 4:30.</i></p>
X. Adjournment.	<i>Joe moved we adjourn, John seconded. Motion approved unanimously.</i> Meeting adjourned at 5:15 P.M.

Respectfully submitted,

Connie Gilmore, Secretary