

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, June 19, 2013 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:30 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald, Thelma Fisher, Connie Gilmore, Margo Mitchell, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith
I. Approval of Minutes	Margo 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 3,051 reference questions and 20,407 directional questions for the month.</p> <p>We had a total of 59 programs with 598 in attendance.</p> <p>We had a total of 3,056 holds placed and 2,500 holds filled.</p> <p>Circulation is steady, Ebooks remain popular, and Internet usage is up.</p> <p>Nine programs were provided by our staff for Outreach services with a total of 117 in attendance.</p> <p>*The Manheim Gallery fundraiser drawing was held today. Total funds raised will be reported at our next meeting.</p> <p>*Vanessa discussed the 2013-14 budget.</p>
III. Youth Services Report	<p>*This year's statistics are comparable to last year at this time.</p> <p>*Summer Reading Program update--planning is in full swing. So far we have 29 Teens, 121 Juveniles and 35 Tiny Tots signed up, and more are signing up each day. Our Presentations this year include:</p> <ul style="list-style-type: none"> <li>Gardening w/Jan Montgomery</li> <li>Reptiles w/Miz. Liz</li> <li>VV archeology w/Jean Smith</li> <li>Mining, Past and Present w/Brian Lanford SRMG and Cindy Emmett with Clarkdale Historical Society</li> <li>Rockhounding w/Jim VanWart</li> </ul> <p>(All the above programs are at no cost.)</p> <p>The party at the close of the Summer Reading Program will feature face painting, at a cost of \$45.00. The Bookmarks allotted up to \$1000 to support the Summer Reading Program to purchase books and prizes for that party and to pay for pizza and snacks at the pool party. So far, we have received \$525.00 in donations from local businesses to help support the Summer Reading Program.</p> <p>*Three new part-time staff members were hired this June to fill the three positions that were open in Youth Services. All three come in with excellent experience in working with children.</p>
IV. Old Business:	<p>* Volunteer luncheon—Very successful.</p> <p>*LSTA Grant--Vanessa and Liz Guerra are recipients of two LSTA grants totaling \$38,000 for Community Education Opportunities (\$18,000) and Digital Literacy Initiative for Youth workshops (\$20,000). They both attended an LSTA workshop for specific instructions on grant implementation. The programs begin in September, and we have until August 2014 to spend the money. Programs are currently being</p>

	<p>scheduled. There will be ten new classes, six for adults and four in youth services. The grant includes the purchase of nine laptops and six tables. The Board commends Vanessa for her initiative and successful grant application.</p> <p>*Secretary of State Ken Bennett will be here September 10 at 2:00 to award a check for the grant. Vanessa requested that the Board supply the refreshments. Dede, Connie and Thelma will each bring 3 dozen cookies; Tyler will bring tea &amp; cups; Richard will bring punch; Margo will bring plates &amp; napkins. Please bring them in to Mary G. on Sept. 9 during open hours.</p>
<p>V. New Business:</p>	<p>* Expiration of 3 board positions – Tyler, Thelma, and Joan’s positions expire on July 20, 2013. Tyler has turned in his application. Thelma will turn hers in. Joan has decided not to reapply.</p> <p>*A date for the meeting with the joint Parks &amp; Recreation board, Mayor, and City Council has not been set yet. The Board has several concerns, including the worn out carpet. There are safety issues and it can no longer be cleaned properly. The carpet is 19 years old and has been heavily used. Additionally, the Board asserts the need for an additional Adult Services staff member. Library programs are increasingly technology-based and our patrons request more assistance. We feel it is part of the library mission to be able to provide specialized technical support to our patrons. The Board also supports increasing the hours on Monday, which would require more staff. The Board feels that these services are an important part of supporting our community. Also, the Board suggests that it is courtesy to notify Board members whose terms are expiring in advance.</p> <p>*Water leak at dumpsters—Some of the concrete has been dug up. Three pipes had to be replaced. The brick wall has been replaced.</p> <p>*Cigarette receptacle and signage by parking lot entrance—the sign has been repeatedly been removed. Vanessa has found a cigarette receptacle that can be installed in the ground more than the minimum distance from the door. There have been patron complaints regarding smoking too close to the entrance.</p> <p>*Gates installation—The new gates are installed and working well.</p>
<p>VI. Yavapai Library Network Update</p>	<p>*<u>Teletexting</u> is now available to all patrons throughout the Yavapai Library Network. This feature allows patrons to receive system-generated text messages informing them of available holds or overdue items, as well as staff-generated messages concerning ILLs, forgotten items, or emergency situations.</p> <p>This is an “opt-in” feature, meaning patrons must choose to participate, when given the option by staff at registration, by modifying their account with staff help, or eventually from home via eLibrary (the OPAC interface is not currently set up for this yet). Quite a few people have already signed up.</p> <p><u>Telemessage</u> is also available, so you can be notified by phone instead of text. You have to let one of the staff members know you would like this option.</p> <p>*General information about SMS notifications in Symphony:  Messages are short, limited to 160 characters (including spaces and punctuation.) They do not completely replace the phone, email, or paper methods of notifications. Patrons will be informed that they cannot reply to the messages. It is technically possible for them to respond to a text from their library, but library staff will not receive it.</p> <p>*The current schedule for SMS notices is as follows:  <i>Hold pickup notices</i>—Notices are sent out at 10am, 1pm, 4pm, and 7pm daily. The patron will <b>not</b> receive an additional notice via their NOTIFY_VIA method.  <i>Pre-overdue notices</i>—Notices are sent out the day before an item is due at 8am. The NOTIFY_VIA method and schedule for pre-overdue notices is not affected.  <i>Post-overdue notices</i>—Notices are sent out two days after the due date at 8am. The</p>

	<p>NOTIFY_VIA method and schedule for post-overdues is not affected.  <i>Bill notices</i>—We do not use SMS for bill notices.</p>
VII. Correspondence	<p>There was a complaint about the abuse of guest computer cards. Staff will now issue only one guest card per person on Mondays and Saturdays, days that are especially busy and we are only open four hours.</p>
VIII. Public Comment	<p>No public comment.</p>
IX. Future Agenda items & calendar updates	<p>Manheim Gallery fundraiser update.  Open house/Secretary of State visit.  LSTA grant update.  <i>Next meeting—Wednesday, September 18.</i>  <i>Remember the September 10 event.</i></p>
X. Adjournment.	<p><i>Dede moved we adjourn, Margo seconded. Motion approved unanimously.</i>  Meeting adjourned at 5:35 P.M.</p>

*Respectfully submitted,*

*Connie Gilmore, secretary*