

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, September 17, 2014 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:30 P.M. by President Margo Mitchell.
Roll call	Present: Connie Gilmore, Margo Mitchell, John O’Neill, Judy Paulus, Joe Stack, Library Manager Vanessa Ward Absent: Dede Ewald, Richard Smith, Library Supervisor Mary Griffith
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>*Patrons continue to request more hours. Vanessa is gathering statistics regarding hours of service and staffing at other regional libraries.</p> <p>*There were a total of 3,139 reference questions and 20,754 directional questions for the month. This is an increase of 2.78% in reference questions and 1.75% in directional questions from last month.</p> <p>*We had a total of 59 programs with 542 in attendance vs. 80 programs with 1228 in attendance in July. This indicates a 26% decrease, but reflects that the Summer Reading Program concluded and school started across the Verde Valley.</p> <p>*We had a total of 3,437 holds placed and 2,884 holds filled in August, an 8.6% increase in holds placed and a 9% increase in holds filled, compared to last month.</p>
III. Youth Services Report	<p>*The Summer Reading Program was a huge success. There were 83 preschool signups, with a total reading minutes of 19,680 (328 hours.) There were 188 Juvenile signups, with a total of 62,220 reading minutes (1037 hours.) There were 20 Teen signups, with a total of reading minutes of 37,980 (633 hours.)</p> <p>*August had 23 Preschool events, with 648 in attendance. There were 80 Juvenile events, with 1351 in attendance. There were 20 Teen events, with 83 in attendance.</p> <p>*There has been a huge increase in use of the Interactive Table and the AWE Tablets, purchased through the grant. This has created some challenges, but we are doing our best to deal with them.</p>
IV. Old Business:	<p>*20th Anniversary Open House—It went well. People are beginning to recognize that there are more than books here in the library. People were impressed with our A/V services, Job computers, and the diversity of our collection. There are pictures of the event on the webpage.</p> <p>*Allie Ollie Fundraiser—The fundraiser was “tea party” style. People seemed to enjoy it. There was more attendance, but slightly less money earned for the library. \$435 was raised for Bookmarks overall.</p> <p>*SPUR/LSTA grant--The Youth Services Smart Table is part of this grant. This grant was funded in two fiscal years. We are concluding the grant cycle fulfillment and reporting.</p> <p>*Ballast light issues—\$35,000 has been allocated in the capital budget to resolve this issue. A company from Phoenix has visited and is developing a plan. They will to prioritize the need for new lighting and fix the worst ones first. They will propose a continuing replacement process, which will be approved by the city government.</p>

	<p>*Budget—The budget is more or less what it was last year. There were adjustments in some areas. The total is about \$938,000. Vanessa had requested specific maintenance funds which were not included.</p>
V. New Business:	<p>*Introduction of new staff member, Karrie Cox. Karrie has worked as a librarian in Modock County, CA. She will be the new cataloguer.</p> <p>*Steam Kits—The State Library has provided Youth Services with “Steam Kits,” after the library completed the request process. These kits represent “Science Technology Engineering Arts Math.” They appeal to different age levels. There are several different kits, including fiber optics and mechanics. Kids have to request permission to use them in the library. There has been good publicity in the newspapers.</p> <p>*We will be part of the Arizona Sci-Tech Festival in March, 2015. This year, the library is part of the initial planning process. We plan to demonstrate Lego robotics, the smart table, and animation software. There will be events going on all around town, with many different entities. This is the second year of the festival in this area, but the first year the library will be involved from the initial planning process.</p> <p>*Author’s forum—The forum on August 23 was a huge success. Over 40 authors were at the Parks & Rec Building. Roger Naylor was the keynote speaker. This is the second year that the Library has sponsored this event, and it had more authors and attendees than previously. Krysta did a great job with the planning and set-up. There was music as well. We hope to continue next year.</p>
VI. Yavapai Library Network Update	<p>*We now have Ancestry.com and Britannica up and running. Check out the AZ State databases. We even have Chilton’s manuals online. There will be a new brochure explaining our new offerings.</p> <p>*MUHS will be joining the YLN.</p>
VII. Correspondence	<p>*There were many positive comments regarding various library staff members.</p> <p>*There were ongoing comments on lighting.</p> <p>*There was some frustration with the printer/copier situation. The Library staff is working on it.</p> <p>*”This is a Class Act Library! Attitudes are awesome! Thank you.”</p>
VIII. Public Comment	No comments
IX. Future Agenda items & calendar updates	<p><i>Next meeting—October 15, 2014.</i></p> <p>Ballast/Light issues</p> <p>Susan Mead is retiring October 31, after 22 years. We will have cookies and punch.</p>
X. Adjournment.	<p><i>Judy moved we adjourn, John seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:29 P.M.</p>

Respectfully submitted,
Connie Gilmore, secretary