

COTTONWOOD PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, Sept. 19, 2012 @ 4:30 pm
Library Meeting Room

Call to Order	Meeting called to order at 4:32 P.M. by Joan Lambard, vice president.
Roll call	Present: Joan Lambard, Thelma Fisher, Connie Gilmore, Dede Ewald, Margo Mitchell, Richard Smith (new board member), Library Manager Vanessa Ward, Library Coordinator Mary Griffith, Community Services General Manager Richard Faust Absent: Tyler Harding
I. Approval of Minutes	<i>Margo moved that the minutes be accepted as stated. Dede seconded. Minutes approved as written.</i>
II. Library Manager's Report	Statistics were down last month. However, these statistics do not include ebook check outs. There were 106 ebook check outs in August. The Library has started providing fax services for \$1/page. (No international faxes.) Last month the library collected about \$50 for faxes.
III. Youth Services Report	There is one new full-time and 3 new part-time employees. The Summer Reading program was very successful. Attendance, including normally scheduled programs as well as the Summer Reading Program, was as follows: Preschool--257, Juveniles--1499, Teens--100. Youth Services teams are working on an outreach program to appropriate groups. There is a new program on every third Monday featuring general interest movies.
IV. Old Business	<p>*Additional Monday hours and staffing issues—Mondays have been busy. Volunteers are returning and there are several new volunteers. We are almost up to full needs.</p> <p>*Adding fax services—going well. (See above)</p> <p>*Library Policy Manual—most changes are “Director” to “Manager”, “Board” to “Commission.”</p> <p style="padding-left: 40px;">Richard Faust explained some of the proposed changes to the Municipal code, including: 1) The Library Board will consist of 7 members, 5 of which shall be residents of the City, 2 of which shall be residents of the Verde Valley. 2) A new section specifying policies on Overdue, Lost, and Damaged materials.</p> <p style="padding-left: 40px;">This will be on the agenda for the Oct. 2 City Council meeting, 6 P.M. The Yavapai Free Library District department head will also be in attendance at this meeting. The formula that determines the amount of funding from the YFLD is changing, as well as accounting requirements. This year's funding supplied approximately \$174,000.</p> <p style="padding-left: 40px;"><i>Connie moved that we accept the library policy manual as it has recently been revised. Dede seconded. Motion approved unanimously.</i></p>
V. New Business:	<p>*Introduction of new staff—Jeff Clark moved from part-time AV to a full-time position in Youth Services.</p> <p>*Name change of Library Board—The City is reformatting the titles of commissions and boards to better represent the prescribed duties. If approved, the Library Board will become the “Library Commission,” which aligns with the description of the duties as a citizens advisory commission. This will be presented at the Oct. 2 City Council meeting.</p> <p>*Refunds for lost books— Discussion of the lost books policy and how the new circulation system complicates the refund process. Patrons can renew the lost material</p>

	<p>multiple times, giving them a chance to find it. Patrons can choose to pay for the lost book, or replace it with the exact ISBN # plus pay a \$5 processing fee. The majority of people opt to replace the book and pay the processing fee. The library will no longer give a refund for lost books that have been paid for and found. This will be stated in the policy manual and posted.</p> <p>*Patron history records—In the past, we did not keep a patron history, unless there was a fine or an overdue book. YLN management committee has determined that each library can turn on the “Patron History” function by choice. We can turn everyone’s records on, or one patron at a time by request. There are privacy issues in collecting all records. <i>Margo moved that the Patron History function in the database can be activated on the patron’s request. Joan seconded. Motion approved unanimously.</i></p>
VI. Yavapai Library Network Update	<p>(See Patron History record item above.)</p> <p>There will be an adjustment of settings to eliminate “Trace” and go directly to “Missing.”</p>
VII. Correspondence	See attached comments.
VIII. Public Comment	There was no public comment.
IX. Future Agenda items & calendar updates	<p>*October 17 is the next meeting. Please attend Cottonwood City Council meeting on October 2, 6:00 P.M., if you are available.</p> <p>*Board members will email Library Manager with any new agenda items before the next meeting.</p>
X. Adjournment.	<p><i>Margo moved we adjourn, Thelma seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:35 P.M.</p>

*Respectfully submitted,
 Connie Gilmore, acting secretary*