

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, October 16, 2013 @ 4:30 pm

Library Meeting Room

Agenda

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| Call to Order | Meeting called to order at 4:41 PM. by president Tyler Harding. |
| Roll call | Present: Tyler Harding, Dede Ewald , Margo Mitchell, Richard Smith, John O’Neill, Judy Paulus, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Connie Gilmore, |
| I. Approval of Minutes | Margo Mitchell moved that the minutes be accepted as stated. Dede Ewald seconded. <i>Minutes approved as written.</i> |
| II. Library Manager’s Report | <p>There were a total of 2, 608 reference questions and 18,849 directional questions for the month.</p> <p>We had a total of 88 programs with 1,120 in attendance. We had a total of 3,026 holds placed and 2,493 holds filled. We had 120 people attend the J.A. Jance visit. She was not happy that the bookstore did not have enough of her newest books to sell, although the bookstore had relied on the publisher as to what amount of items to have available. Secretary of State, Ken Bennett’s visit had 50 people in attendance. Secretary of State, Ken Bennett and the city’s Facebook page posted photos of his visit.</p> <p>Vanessa stated that the “Drop-in Reading Clinic” did not have a good turnout, but would be tried again possibly in the spring.</p> <p>Zinio online magazines are very popular. Kyle made up signage and it has been noticed by someone from Mohave county Library. Requests have come from them and the Network libraries to use what he did.</p> |
| III. Youth Services Report | <p>Mary and Jeff will be doing Outreach at Mingus Union High School this week to speak with the librarian and the principal.</p> <p>The Read-Aloud event had 5 adults read and 24 youth in attendance during fall break.</p> <p>Many thanks to Mary Eichman for donating all of the candy for Youth Services upcoming Halloween party. Children will be doing a tour of the library where they will find candy at each of the desks. This event was very successful last year.</p> |
| IV. Old Business: | <p>*Positive comments were received regarding the meeting with the Mayor and City Council.</p> <p>Vanessa is working with the city’s Project manager and Finance on the specs and funds for the new carpet. Vanessa was also instructed to look into re-upholstering the chairs. There are 130 chairs within the library and once carpet has been determined, funding for the chairs will be looked into.</p> <p>Maintenance is working with Connelly electric on the light ballasts or potential lighting changes to be made.</p> <p>Per the City Manager/Mayor/City Council’s instruction, Vanessa will be working with Finance, Human Resources and IT departments on a new job description for a reclassification.</p> <p>LSTA Grants- Participants are quite happy. We have a waiting list and are looking into funding for a 2nd session of Spanish and GIMP. There are 25 people on a waiting list for Spanish classes. ESL session is not showing much attendance. Social Media</p> |

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| | <p>session has good attendance and Andrea at BAC is letting people know about the class if she has overflow.</p> <p>Discussion followed on what will be done after the grants funds are done. We have a staff member, Liz teaching the animation workshops. We purchased the software so those classes will continue. Staff member Jeff is doing the LegoRobotics workshops. A staff member may take a Digital Photography course at Yavapai and funds from Vanessa's grant could be used to pay for the class.</p> |
| V. New Business: | <p>Policies: John questioned age 10, regarding internet access for children vs adults. Vanessa explained that the policy for upstairs internet access is still the same, it's just that we want the upstairs to be geared towards ages 10-18, since Liz's grant was for 10-18 year olds and the "Hideaway" is for that age group. We will incur an extra expense with licenses for DeepFreeze and Envisionware for the notebooks upstairs. Policies will need to go before the city attorney and council for approval to be placed in our manual.</p> <p>OneBookAZ will have an e-Book contest .</p> |
| VI. Yavapai Library Network Update | <p>Vanessa and Mary will attend the AZCodi meeting at the Prescott Valley Library on Oct. 25 to hear more about the new Enterprise OPAC (Online Public Access Catalog.) We have a Dec. 19, 2013 "go live" date for the new online catalog that patrons will use.</p> |
| VII. Correspondence | |
| VIII. Public Comment | <p>The Library Manager reported that a patron put a caption in the Ad King stating "Why was the library blocking a Gun owner's site." Several days later, Vanessa received an email from a lawyer requesting more information. She referred this along with copies of a blocked site and an unblocked site with a category caution to the City Attorney, who handled it from there.</p> <p>One member of the public attended, Nathan. He expressed his thanks for sharing our meeting with him.</p> |
| IX. Future Agenda items & calendar updates | <p><i>Allie Ollie</i> fundraiser. Carpet/upholstery</p> |
| X. Adjournment. | <p><i>Margo Mitchell</i> moved we adjourn, <i>Richard Smith</i> seconded. Motion approved unanimously.</p> <p>Meeting adjourned at 5:30 P.M.</p> |

Respectfully submitted,

Judy Paulus, acting secretary