

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, October 17, 2012 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:32 P.M. by Tyler Harding, president.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald ,Thelma Fisher, Connie Gilmore, , Library Manager Vanessa Ward, Library Coordinator Mary Griffith Absent: Margo Mitchell, Richard Smith
I. Approval of Minutes	<i>Thelma Fisher moved that the minutes be accepted as stated. Connie Gilmore seconded. Minutes approved as written.</i>
II. Library Manager's Report	<p>*Ebooks have been added to the circulation report, and circulation of them is up. Ebooks are costly, but it is part of our obligation to the YLN to contribute. Mary will be attending a meeting YLN meeting on Friday to see if we can establish a buying consortium and help with costs.</p> <p>*Internet usage is up.</p> <p>*The City of Cottonwood is doing a salary study and library positions, among others, will be evaluated. A company from Phoenix will be doing the study.</p>
III. Youth Services Report	<p>*Mary reported that over 700 of the 1023 people who attended programs were in Youth Services. Three teams of Youth Services staff are doing outreach. The team leaders for the 0-4 age group visited Head Start, who asked that they return again. The Juvenile (ages 5-12) team is working on getting more kids to come into in the library. The Teen team has established a Homework Help Zone, which will have two computers just for Tutor.com. This team and Mary visited MUHS library and met with the librarian. TAB (Teen Advisory Board) will do a float for the Christmas parade with a "Christmas Candy Land" theme.</p> <p>*Mary is now on Verde Valley Youth Commission.</p> <p>*There will be a Halloween party in the library on 10/31/12 at 3:00. They are expecting at least 100 kids. There will be a library scavenger hunt and other activities.</p>
IV. Old Business:	<p>*City Council meeting comments: The library was strongly supported at the City Council meeting. YLN manager, YCFLBD director, assistant director, and library assistant, Vanessa, Dede, and Richard Smith also attended. Funding will be done differently now through the district. Vanessa will have to report to YC Free Library District on how the library utilizes funding.</p> <p>*Library Board name change: Library Advisory Board</p> <p>*Municipal code changes: "Director" changed to "Manager," "Advisory" added to "Library Board." The Council approved the code changes at the 10.16.12 meeting.</p> <p>*Vanessa also introduced Jeff Clark, the new full-time library employee, to the Council. Mayor Joens thanked Vanessa and the library employees for their service.</p> <p>*Tyler asked about the renewed Monday hours. Vanessa reported that Mondays have been very busy and it has been going well. The public is pleased with the additional hours of access.</p> <p>*The use of faxes has been increasing.</p>
V. New Business:	*Need to assign a Library Advisory Board secretary: Connie volunteered to fill the open secretary position. <i>Joan Lombard moved and Dede Ewald seconded that</i>

	<p><i>Connie Gilmore take over the Secretary duties. <b>Motion approved unanimously.</b></i></p> <p>*Introduction of new part time staff: Hayley Lennon &amp; Tristen Stanley (Youth Services), Amanda King (AV). They are also being cross-trained.</p> <p>*Internet service: On Friday, Cable One will be installing new Internet services. It will cost about \$200/month for a year. Speeds should increase.</p> <p>*Excelling Grantwriter's Group: Vanessa has been accepted to participate in EGG. There are 5 people in the group. It is a 6 month class, fully funded, with monthly online meetings. Vanessa is asking for two different areas of support—to add shelving in several areas, and to create a computer lab. She has to show how these will benefit patrons. This is an LSTA grant.</p>
VI. Yavapai Library Network Update	<p>*Mary reported that an YLN IT person will be coming to help with wireless printing.</p> <p>*RFID going well, with fewer and fewer problems.</p> <p>*"Circuit" self-check system is going well.</p>
VII. Correspondence	<p>See attached comments.</p> <p>There were several positive comments. There was a request to support debit cards, but it is too costly and complicated.</p>
VIII. Public Comment	<p>There was no public comment</p>
IX. Future Agenda items & calendar updates	<p>*Tyler noted that we look forward to future reports on EGG and wireless printing.</p> <p>*Next meeting--<b>Wednesday, November 14, 4:30.</b> (<i>Note change of week—it is the <u>second</u> Wednesday.</i>)</p> <p>*Board members will email Library Manager with any new agenda items before the next meeting.</p>
X. Adjournment.	<p><i>Connie moved we adjourn, Dede seconded. <b>Motion approved unanimously.</b></i></p> <p>Meeting adjourned at 5:25 P.M.</p>

*Respectfully submitted,*

*Connie Gilmore, secretary*