

Cottonwood Public Library Board of Trustees  
Regular Meeting 25, October, 2011

Present: Mary Eichman; Dede Ewald; Susan Hawley; Joan Lambard; Tyler Harding; Thelma Fisher; Liz Fuller; Vanessa Ward, Library Manager; Mary Griffith, Library Coordinator; Krysta Dehnert, Library Specialist.

The meeting was called to order at 4:30 pm.

Minutes of the previous meeting were reviewed and approved as written.

**LIBRARY MANAGER'S REPORT:**

The manager presented statistics for the month of September, 2011. There were 19,799 reference and directional questions asked and answered during the month. There were 64 volunteers working a total of 586 hours. Circulation activity totaled 22,845 with 690 Internet guest cards issued. Internet usage total was 2,372 including 203 Youth Services Internet uses. There were 224 activities/meetings with a total of 769 people for the month of September. Youth Services had 16 activities/programs with a total of 224 people in attendance. Homework Help Center had 188 people in attendance and Adult Services had 20 programs with 357 in attendance. The manager reported that Mary Griffith moved from Library Clerk to Library Coordinator. One of the Library Technician positions was reclassified to Library Specialist and Krysta Dehnert has moved into that position. RFID (radio frequency identification) tagging is slowly progressing. We will have the equipment before we have all the books tagged. Volunteers and staff have begun tagging all of the library materials with RFID tags in preparation for self-checkout service. The drawback to RFID is that the library will not have the security gates in place to go along with the tags. Three sets of gates are needed at over \$10,000 each. The manager asked the board if there was anything they would like to see included in the manager's report. It was requested that a copy of the manager's report be included in the board packets. Also requested was a breakdown of library items loaned to us and items borrowed from us.

**OLD BUSINESS:**

We will have a budget for the volunteer luncheon. Overdrive is going well. Training may be available soon for group trainings. The Library Policy needs to be addressed and changed. Since we no longer have a Library Director, the wording needs to be changed to Library Manager instead. The manager would also like to address lost book refunds. She noted that some libraries do not offer refunds, some offer refunds for 6 months, while others offer refunds for 12 months. A digital copy of existing policy will be sent to the board for review before the next board meeting.

**NEW BUSINESS:**

The Yavapai Library Network Manager has hired an assistant, so we are scheduled to receive TeleCirc by the end of the year. TeleCirc is a phone messaging system allowing patrons to conduct library business via telephone without need of a staff person. The Library Coordinator, reporting on Youth Services activities, said that the Teen Advisory Board (TAB) is busy getting ready for the Christmas parade. The Cottonwood Bookmarks paid the entry fee and TAB is working on the float. A new art program will be starting soon. "Karaoke with Vic and Al" combines art with singing. The Zombie class conducted by staff member Danielle Bonfig drew 40+ attendees. We are thinking about offering similar classes. National Gaming Day is November 12<sup>th</sup>, 2011. Games will be set up in the Youth Services area for the kids and the library has a chance to win a gaming kiosk and a 42" television for participating. The manager reminded Dede Ewald, Liz Fuller, Susan Hawley, and Mary Eichman that their terms come to an end January 4, 2012. New board applications must be submitted to reapply for a Library Board appointment. New staff members Kyle Smith, Liz Guerra, Maria Blanchard, and Shirley Scott were introduced to the board. The manager explained that we are in the process of cross training. The clerks take turns roving in three-month segments and work where ever needed, consequently learning varied skills.

**YAVAPAI LIBRARY NETWORK UPDATE:**

By the end of this year we will receive a Job Service Work Station and printer for people seeking employment. This is funded by a grant through the state with three years of support. The contract has been sent to the City Attorney for review. Prescott Public Library is the hub library for Yavapai County. They are setting up their own training to get started.

**CORRESPONDENCE:**

The manager presented the board with a page of suggestions and comments submitted by patrons. One patron comment prompted a discussion on the restriping of our parking lot. The manager said she is working on it.

PUBLIC COMMENT: None

FUTURE AGENDA ITEMS AND CALENDAR UPDATES:

The board discussed changing meeting days. It was agreed to meet on the third Wednesday of the month at 4:30 pm. Future agenda items include updates on the Library Policy, Game Day, Karaoke with Vic and Al, restriping the parking lot and Overdrive training. Discussion followed on training of various programs. It was suggested that we might offer training on the Job Service Work Station. It was pointed out that the more technology evolves, the more training is needed. It was also suggested that maybe the Verde Valley Computer Club could train patrons or perhaps the staff could train volunteers to train the public.

The next meeting is scheduled for Wednesday **November 16<sup>th</sup>, 2011** at 4:30 pm.

The meeting was adjourned at 5:19 pm.

Respectfully submitted,

Krysta Dehnert  
Library Specialist