

# 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 4:35 P.M. by , president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald , Thelma Fisher, Connie Gilmore, Margo Mitchell, Richard Smith, Library Manager Vanessa Ward. Absent: Library Coordinator Mary Griffith
I. Approval of Minutes	Thelma Fisher moved that the minutes be accepted as stated. Margo Mitchell seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*The number of volunteer is down, but hours served are higher than last month. There was a large jump in loans and borrows from other libraries. Circulation is up overall. Internet use jumped significantly. Being open Mondays is making a difference.</p> <p>*Discussion of the Ebook statistics. Vanessa noted that the total number seems low, considering how much they seem to be used. The statistics reflect the "home" of the patron, not the source of the book. These statistics have been gathered since July.</p> <p>*Phones—The Library Advisory Board is concerned about the phone situation. Incoming calls are currently limited to two phone lines, when the library previously had three lines. There is a new phone system that should have 20 lines coming in. The current situation limits the kinds of service that the library should be providing. This is not acceptable to the Library Advisory Board. We are not serving our constituents adequately.</p>
III. Youth Services Report	<p>*Vanessa reported that over 200 children attended the Halloween party. They participated in a scavenger hunt throughout the library, visiting different areas of service, as well as playing games, and watching reel-to-reel films. The young people were fascinated by the films.</p> <p>*Mary and two young adult staff members made a presentation to the COCSD District on Cottonwood Public Library Services.</p> <p>*Shirley is going to Head Start once/month and reading to students. She also went to another preschool, as well as giving an evening program for parents.</p> <p>*The Library Advisory Board commends Vanessa and her staff on the excellent job they are doing.</p>
IV. Old Business:	<p>*Internet service—We are now connected with Cable One, and patrons are pleased with the service so far.</p> <p>*Excelling Grantwriter's Group—Vanessa will attend the December City Council meeting to request the Council's endorsement of her grant application. She will explain her grant application to the council.</p>
V. New Business:	<p>*Wireless printing—Patrons can now print from their laptops. This is a culmination of two years of effort. Costs are the same as any other printing. This will be publicized in the next newsletter.</p>

	<p>*City Council’s approval of salary study—The pay ranges were increased overall. COLA will now be automatic, unless the City Council says there are not adequate funds. Merit raises will continue. The study said that job descriptions are very generic. Krista, Susan’s, and Mary’s titles were changed. Mary is now a “Supervisor.” Tyler asked how cross-training was going. Vanessa said it has been very good for the library, but has complicated distinctions in job descriptions. Vanessa will continue to look into the salary study results.</p>
VI. Yavapai Library Network Update	Mary attended a meeting of the YLN. They are trying to get state support for Ebooks.
VII. Correspondence	Many positive comments this month.
VIII. Public Comment	No public comment.
IX. Future Agenda items & calendar updates	<p>Future agenda items--New phones, phone service.  Next meeting will be Wednesday, December 12. <u>Note change of week.</u>  Margo Mitchell moved, Richard Smith seconded. <i>Motion approved unanimously.</i></p>
X. Adjournment.	Margo Mitchell moved we adjourn, Dede Ewald seconded. <i>Meeting adjourned at 5:33 P.M.</i>

Respectfully submitted,  
*Connie Gilmore, acting secretary*