

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, November 20, 2013 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:31 P.M. by acting vice president Margo Mitchell.
Roll call	Present: Dede Ewald , Connie Gilmore, Margo Mitchell, John O’Neill, Judy Paulus, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Community Services General Manager Richard Faust Absent: Tyler Harding
I. Approval of Minutes	John O’Neill moved that the minutes be accepted as stated. Richard Smith seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<ul style="list-style-type: none"> <li>*Internet usage and Loan and Borrowed figures have all increased.</li> <li>*There was a total of 3,288 reference questions and 21,406 directional questions for the month. These figures show an increase of 26% in reference questions and 13.6% increase in directional questions from last month.</li> <li>*We had a total of 90 programs with 1,168 in attendance vs. 88 programs with 1,120 in attendance in September for a 2.3% increase in programs and 4.3% increase in attendance.</li> <li>*We had a total of 3,294 holds placed and 2,778 holds filled in the month of October vs. 3,026 holds placed and 2,493 holds filled in September for an 8.9% increase in holds placed and an 11% increase in holds filled.</li> <li>*Grant update: We will be adding an additional Beginning Adult Spanish class in January. The current group will be able to continue for four additional weeks. The Youth Spanish class begins in January. There may be an additional GIMP class, and possibly a Digital Photography for Adults class.</li> </ul>
III. Youth Services Report	<ul style="list-style-type: none"> <li>*Outreach efforts continue. Jeff and Mary went to Mingus Union H.S. and met with the principal and librarian. They got several new Teen Library Council volunteers. The teens will have a float in the Christmas Parade.</li> <li>*The Hideaway had 1833 visitors in October, with 166 reference questions.</li> <li>*There were 346 Tablet sign-ups.</li> <li>*There were 149 guests at the Halloween party.</li> <li>*School Zone software has been moved downstairs to the appropriate children’s area.</li> <li>*Overall statistics have increased from October 2012 to October 2013.</li> </ul>
IV. Old Business:	<ul style="list-style-type: none"> <li>* Allie Ollie fundraiser—Saturday, December 7 at the Rec Center. Suggested donation of \$5 at the door. The library will get a percentage of sales to be used for adult programming. The event is 3:00 – 5:00, with a fashion show and booths.</li> <li>*Carpet/Upholstery—The P.O. request was submitted. Vanessa showed us samples of the floor and entry-way carpet. Carpet will be replaced in the Adult area only. The Youth Services carpet does not need to be replaced.</li> <li>*On November 29 a service from Flagstaff will clean the chairs. The library will be closed at the time. There are a few chairs that need to be reupholstered, if there is adequate funding. Richard stated that he will add a</li> </ul>

	<p>budget line for new chairs to the 2014 budget that will be presented to the City Council.</p> <p>*Margo asked for an update on the ballast issue. Several things have been tried but have not been effective. The library continues to pursue other solutions.</p> <p>*Pathway from the Recreation Center to the library—Richard reported that the pathway had been discussed at a City Council meeting. Any adjustments would have to be ADA accessible. To meet the standards, it could cost potentially \$25,000-30,000. Instead, the City will put up some boulders to limit walking down the gravel hillside and a sign that says “Utilize pedestrian walkway.” They went through the risk management process and consulted with the insurance company. The city has made a good faith effort to limit pedestrian traffic in these areas.</p>
V. New Business:	<p>*One Book e-reader—Mary explained that One Book Arizona is sponsoring original submissions to “One Book e-reader.” One volunteer (Lynn) and one staff member (Anne) are putting a children’s story together to be submitted to the One Book Arizona program for potential selection for the e-book program. There are three genres—Children’s, Teens, and Adults.</p> <p>*Election of a Vice-President—the Library Advisory Board currently does not have a Vice President. Judy nominated Margo, Dede seconded. Margo agreed to serve. <i>Motion approved unanimously.</i></p>
VI. Yavapai Library Network Update	<p>*The new catalog system, Enterprise, is now available to view in the beta version. It is scheduled to go out to the public Nov. 21<sup>st</sup> but will not be fully functioning until Dec. 19<sup>th</sup>. This will replace the current library catalog software. One new feature is the ability to create a personalized reading list. The computers will be changed over a few at a time until 12/19/13.</p> <p>*The library has a new NACOG-funded “55+ program” part-time position. A person looking for retraining will start in AV on 11/26/13, and work part-time 5 days a week, 10-2:00, up to 36 months.</p>
VII. Correspondence	<p>There were many material requests. A visitor commented that she really liked our library and A/V area. Another comment praised Kyle and was generally enthusiastic about the positive, helpful staff.</p>
VIII. Public Comment	<p>No public comments.</p>
IX. Future Agenda items & calendar updates	<p>*Ballast issue          *Carpet update          *Fundraiser report          *Next meeting, 12/18/13.</p>
X. Adjournment.	<p><i>Judy moved we adjourn, Dede seconded. Motion approved unanimously.</i>          Meeting adjourned at 5: P.M.</p>

*Respectfully submitted,  
 Connie Gilmore, secretary*