

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, December 12, 2012 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 4:31 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald ,Thelma Fisher, Connie Gilmore, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Community Services General Manager Richard Faust Absent: Margo Mitchell
I. Approval of Minutes	Connie moved that the minutes be accepted as corrected. Joan seconded. <i>Minutes approved as corrected.</i>
II. Library Manager’s Report	<p>*Statistics are a little low. The monthly statistics decrease is due to four holiday closures in November. We had a total of 64 programs with 781 in attendance. We had a total of 476 holds placed and 2,054 holds filled. There were a total of 2,621 reference questions and 18,451 directional questions for the month.</p> <p>*Next Tuesday, Vanessa will be interviewed by Brad Miller of Yavapai Broadcasting. *Regarding Comments—Richard suggested that we could pursue the patron request for a DVD-VCR “book” drop. Vanessa will research costs. She will also put in a request for carpet and is currently getting quotes. The carpet is 18 years old and needs replacing.</p>
III. Youth Services Report	<p>*TAB finished their float for the Cottonwood Christmas Parade and was very self-directed in completing the project. “Christmas in Candyland” was the theme. Chae’s Coffee gave hot chocolate donations and would like fliers to help promote TAB. The leaders are working to revamp guidelines and get more organized. The teens would like to read stories to some of the local homes for the elderly.</p> <p>*Preschool outreach—Bright Future and Head Start schedule on a regular basis to either come in to the library or have staff go to the day care centers. *Juvenile Story time has grown to at least 10 on a regular basis.</p>
IV. Old Business:	<p>*Phone service—The library continues to have problems with the new phone service. IT is experiencing the same problems in two other departments of the city. The library is only getting incoming calls on the two old phone lines. Staff can call out on the new phones on twenty lines. Tyler asked about the billing for the new service, since we are not fully utilizing the services for which we are billed. Are there any legal obligations in the original agreement? Richard explained that IT is trying to identify the issues with the three city buildings which are having problems. He will talk with the IT manager to try to get it taken care of as efficiently and effectively as possible. The Board continues to be concerned about this ongoing problem, as it is affecting the library’s customer service. There have been complaints about the phone problems.</p> <p>*Excelling Grantwriters Group—The grant opportunity was on the consent agenda at the City Council meeting and was approved. The classes are going well. Vanessa has talked with OLLI and the Computer Club, and they are</p>

	interested in participating. The next library newsletter will include a survey to see what kinds of workshops people may want at the library.
V. New Business:	<p>*New janitorial service—The new janitors are doing a great job. They steam cleaned the floors thoroughly. The new company, Accurate Building Maintenance out of Las Vegas, has been on board since Oct. 20 and so far is doing well. They confirmed that the library carpets need replacing, after attempting to clean them.</p> <p>*Job Service computer—Comments from patrons have been very positive. Mary keeps statistics on usage and reports it to the state for the grant. There are about 17-24 users per month. At least two patrons have gotten jobs through this service. Tyler asked if DES knew we had this service. Mary said yes, and the Goodwill job service also knows about it. Discussion about how Catholic Social Services could also be included in the flyer distribution.</p>
VI. Yavapai Library Network Update	<p>*The YLN IT people are trying to clean up the cataloging database, as we will be moving to VuFind, a new interface for the online catalog. It will have new search options and be more user-friendly.</p> <p>*Mary attended a focus group meeting in Prescott last month for the AZ State Library. The state is considering compiling a state-wide list of e-books. They asked for a list of the most requested items for e-readers. Cost and availability were two of the biggest issues for our library.</p>
VII. Correspondence	<p>Tyler thanked Vanessa for ordering the new Warren Buffet book.</p> <p>There were many positive comments from patrons. One person requested longer Monday hours, but generally people have been happy with the fact that we are now open at least a few hours on Mondays.</p>
VIII. Public Comment	No public comments.
IX. Future Agenda items & calendar updates	<p>*Phone service</p> <p>*Grant writers workshop</p> <p>*Job Service computer</p> <p>*Calendar update—next meeting Wednesday, January 16, 4:30 p.m. Upcoming closures—12/24/12, 12/25/12, and 1/1/13.</p> <p>--Thelma commented that it is interesting to note how many services the library offers that are not book related. We want to be sure the community, including winter residents, is aware of what we provide.</p> <p>--General discussion of how we could extend hours to provide more access for the community. Internet usage continues to rise.</p>
X. Adjournment.	<p><i>Thelma moved we adjourn, Dede seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:22 P.M.</p>

Respectfully submitted,

Connie Gilmore, secretary