

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, December 17, 2014 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:30 P.M. by president Margo Mitchell.
Roll call	Present: Dede Ewald, Connie Gilmore, Margo Mitchell, John O’Neil, Judy Paulus, Richard Smith, Joe Stack, Library Manager Vanessa Ward Absent: Library Supervisor Mary Griffith
I. Approval of Minutes	Joe moved that the minutes be accepted as stated. Judy seconded. <i>Minutes approved as written.</i>
II. Library Manager’s Report	<p>*The Library Bookmarks account is now part of Smile.Amazon.com. 0.5% of designated purchases will go to support the Bookmarks.</p> <p>*Vanessa will be going before the City Council at the next meeting (1/6/15) to request approval of a revised job description for a Youth Services Coordinator. This will not be a new position, but is an expansion of a current position. A staff retirement has created the necessary budget for the position revision.</p> <p>*There were a total 2,502 reference questions and 17,177 directional questions for the month. These figures show a decrease of 22% in reference questions and 20% decrease in directional questions from last month.</p> <p>We had a total of 75 programs with 804 in attendance vs. 93 programs with 1,692 in attendance in November for a 19% decrease in programs and 52% decrease in attendance. We had a total of 3,292 holds placed and 2,608 holds filled in the month of Nov. vs 3,816 holds placed and 3,133 holds filled in Oct. for a 14% decrease in holds placed and a 17% decrease in holds filled. We had 426 people use the Smart Table and 120 youth on the Early Literacy tablets. The STEAM kits had 109 uses in November. The Job Service computer had 33 users in November. The library was closed for four days in November, which may have affected statistics.</p> <p>*The map of Yavapai county libraries will be posted by December 31.</p>
III. Youth Services Report	*There has been additional outreach with the after school program from the Rec Center, with children coming over to the library for crafts.
IV. Old Business:	<p>* Ballast Light issues. There is a sample of the new ballast in the AV room. There will be further study of these lights to evaluate their effectiveness. Money has been allocated to fix the worst of the ballast light problems.</p> <p>*TLC completed a float and participated in the Christmas parade.</p>
V. New Business:	*Expiring terms for Board members—Four positions will be open as of January 4, 2015: Dede, Margo, Connie, and Richard’s. Dede has decided not to reapply. Other applicants need to download the application and turn it in to HR/Finance office as soon as possible.
VI. Yavapai Library Network Update	The YLN Executive Committee is working on a strategic plan. Vanessa is serving on the committee.
VII. Correspondence	*There has been a request to open the library at 8:30 AM on weekdays. Vanessa is considering opening the library at 8:30 Tuesday-Friday, which would provide two

	<p>additional hours of service each week. Mondays are already short-staffed, so will stay the current hours. The Library Advisory Board unanimously supports the decision to extend the hours. Approval of the Cottonwood City Council will be needed.</p> <p>*There was a comment about using cell phones in the library. Vanessa will put a notice in the Library Lines. She will also talk to staff about reminding people to go to the foyer when using their phones. The Board discussed placing additional signs in other parts of the library.</p>
VIII. Public Comment	There was no public comment.
IX. Future Agenda items & calendar updates	<p>Ballast light update.</p> <p>Foyer painting.</p> <p>SciTech festival update.</p> <p>Advisory Board member update.</p> <p>Next meeting—Wednesday, January 21, 2015, 4:30 P.M.</p>
X. Adjournment.	<p><i>Dede moved we adjourn, Joe seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:18 P.M.</p>

*Respectfully submitted,*

*Connie Gilmore, Secretary*