

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, September 18, 2013 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:35P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Dede Ewald , Margo Mitchell, Richard Smith, John O'Neill, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Connie Gilmore, Judy Paulus
I. Approval of Minutes	Margo moved that the minutes be accepted as stated. Tyler seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	There were a total of 2,612 reference questions and 18,369 directional questions for the month. These figures show a decrease of 21% in reference questions and 14% decrease in directional questions from last month. November did have fewer operational days because of the holidays.
III. Youth Services Report	TLC members did a great job with the Christmas float. We will be posting the pictures on our webpage once we get them. You can also view the parade on myradioplace.com. TLC will be learning how to create a commercial using technology received from the grant. The Hideaway had 172 visits in November of 2012 and 1271 this November.
IV. Old Business:	The Allie Ollie fundraiser raised \$444.00. There was about 15 people that attended, and three vendors other than Allie Ollie. One of our part-timers, Laura, participated as a model. We are planning to have another one in April. The carpet is installed and we have had many compliments about it. The Mayor, the City Manager and the Community Development Manager have all been in to see it. The chairs have all been steam cleaned. They are still looking at different solutions to fix the ballasts There will be a defined crosswalk to the library. There was three drafts emailed to the Library Manager, but we are not sure which one was selected yet.
V. New Business:	A free picnic table was sent to the Maintenance Dept as a sample. Maintenance donated it to us and it was placed outside the front of the library by the CATS bus stop. The Yavapai Apache bus will soon be stopping here too, so that area will be expanding. We have ordered a new wooden Reference Desk, compliments of Bookmarks, that will blend in with the current carpeting and other desks. The A/V desk, Youth Services and Circ. Desk will be refinished . They are both chipping and splinters are a concern. There will be a plastic guard installed if applicable. The Library Manager was instructed to make sure that money was put in the new budget to reupholster the chairs next year. There will also be adding additional funding for the upkeep of the building. This year the \$10,000 that was for maintenance was used up within the first 2 or 3 months.
VI. Yavapai Library Network Update	The OPAC (Online Public Access Catalog), will be upgraded to a new one called Enterprise on Dec. 19 <sup>th</sup> . We no longer have a NACOG employee. We have 2 new classes coming up, and another Spanish class for those who were put on a waiting

	list from the last one. John O'Neill will be teaching a class on how to sell things on Amazon and ebay, and we will have a paid facilitator teaching an adult version of the digital photography class that we had for young adults
VII. Correspondence	The Library Manager has been getting quite a few requests for older movies and items from patrons that are from other libraries in the Network.
VIII. Public Comment	None
IX. Future Agenda items & calendar updates	<i>Crosswalk</i> <i>Ballasts</i>
X. Adjournment.	<i>Margo moved we adjourn, Dede seconded. Motion approved unanimously.</i> Meeting adjourned at 5:30 P.M.

Respectfully submitted,  
Mary Griffith, acting secretary