



“Inspiring a Vibrant Community”

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, February 19, 2020 @ 5:00 PM
 Cottonwood Recreation Center Conference Room
 150 South Sixth St., Cottonwood, AZ

Agenda

| | |
|-----------------------------|--|
| I. Call to Order | Meeting called to order at 5:00 P.M. by president Margo Mitchell |
| II. Roll Call | Present: Susan Cox, Margo Mitchell, Judy Paulus, Library Manager Ryan Bigelow, Deputy City Manager Rudy Rodriguez, Library Assistant Liz Gooslin, Camp Verde Library Director Kathy Hellman, Paula Thompson Absent: Connie Gilmore, John O’Neill |
| III. Call to the public | There were no public requests to address the Board. |
| IV. Approval of Minutes | Susan moved that the minutes from January 15, 2020 be accepted as stated. Judy seconded. <i>Minutes approved as written.</i> |
| V. Library Manager’s Report | <ol style="list-style-type: none"> 1. Introduction of new board member Kathy Hellman. Kathy spoke about new direction of the Cottonwood Public Library under Ryan’s direction. 2. Monthly Statistics discussion. All board members were given current stat package for review. 3. Full time employee updates. Jeff Clark is staying with the library after all. The supervisor position is still open. An offer was made, but turned down by our choice due to cost of living. We will be opening this position to the public for applications again. 4. Potential sidewalk project update. We have looked at several possibilities; it looks like a sidewalk along the back of the parking lot near the county health building. We are looking into a 50/50 grant for this project with the grant covering half |

| | |
|--------------------------------|--|
| | <p>of the cost and the city covering the other half. Susan has offered to help with the paperwork and filing as needed.</p> <p>5. Volunteer meeting update. We have had another volunteer meeting; minutes are posted near the volunteer sign in for everyone to be able to access. We have updated the Volunteer Vibe to hopefully assist with communication between volunteers and training for new skills.</p> <p>6. 6th st entrance cleaning plan, Public Works is making this a part of their regular cleaning plan. It already looks much better. Please let us know if you ever see things in city properties that need attention. There is a form on the city website that can be filled out.</p> |
| <p>VI. Unfinished Business</p> | <p>1. Strategic plan updates</p> <p>CREATE AN INVITING SPACE FOR EVERYONE</p> <ul style="list-style-type: none"> -Staff participation in mental health first aid training. -replacing outside cove lighting has been done -Spectrum has a work program that we are going to work with. They will have an orientation on March 4 to help determine what will be good projects for them. -We have updated our staff name tags. They look very nice and we have received good feedback. Volunteers are also getting new name tags soon. <p>PROVIDE CULTURAL DIVERSITY</p> <ul style="list-style-type: none"> -Adela is working with a cultural club at MUHS -We have applied for a grant to purchase new bilingual AWE tablets <p>STRENGTHEN COMM CONNECTEDNESS</p> <ul style="list-style-type: none"> -We will be using the YES calendar, Camp Verde is already using it, as is the Rec Center. We hope to bring the chamber of commerce in as well This is going to be a very strong community resource. -Riders on the orphan train was a great success -We are beginning ASL classes for youth and another one for all ages beginning on March 7 <p>ENGAGE COMM MEMBERS NOT NOW USING THE LIB</p> <ul style="list-style-type: none"> -We are running a newspaper ad monthly with three additional big ads per year. |

| | |
|--|--|
| | <p>2. Fine free discussion and review. We looked into how many patrons cannot use their cards due to overdue fines. There are 1857 blocked patrons now. The network is not looking at going fine free, this is an individual library decision. Camp Verde has been fine free since July of last year and if we do go forward with this they will be a great source of information. This will be brought up as business to be moved on with the next agenda. After voting, the decision will go to council. Rudy suggested some additional information to be prepared for council. There is about 24,000 in outstanding overdue fines right now.</p> <p>3. Library brochure is an ongoing discussion. We are close to having a Spanish version complete. Paula mentioned that it is nearly time for Kindergarten screenings and that it might be a good place to hand out both English and Spanish versions. We are looking for new places to hand out information.</p> |
| VII. New Business | <p>1. Monthly statistics discussion. We have been looking over the statistic gathering process and trying to determine what is the biggest priority and how things should be counted. Kathy had some very good points on why we keep stats. Rudy suggested that we ask other libraries what they count. We will almost certainly be making some changes in the way we keep stats. Ryan will create a presentation on what we are doing currently and one or two alternatives for board review.</p> |
| VIII. Correspondence/ Comments | Review of public comment cards from the month of January. |
| IX. Future Agenda Items & calendar updates | Next meeting—Vote on going fine free approval, library brochure discussion, comic Expo needs, next meeting will be March 18 |
| X. Adjournment | <i>Judy moved we adjourn. Susan seconded. Motion approved unanimously.</i> Meeting adjourned at 6:00 P.M. |

Respectfully submitted,

