



*“Inspiring a Vibrant Community”*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, March 20, 2019 @ 5:00 PM  
 Dede Ewald Room, Cottonwood Public Library  
 100 South Sixth St., Cottonwood, AZ

### Agenda

I. Call to Order	Meeting called to order at 5:02 P.M. by president Margo Mitchell
II. Roll Call	Present: Connie Gilmore, Henry Mellon, Margo Mitchell, Jackie Nairn, John O’Neill, Library Manager Ryan Bigelow, Deputy City Manager Rudy Rodriguez, City Manager Ron Corbin. Absent: Judy Paulus, Joe Stack
III. Call to the public	Jackie Nairn spoke about her resignation from the Library Advisory Board because of her appointment to the City Council. The Advisory Board congratulates her, but will miss her.
IV. Approval of Minutes	Approval of minutes was tabled until the next meeting.
V. Library Manager’s Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>Ryan reviewed some of the statistics from February. He would like to add Adult programs to the Outreach category, which now represents primarily Youth Services.</p> <p>2. SciTech Event Review</p> <p>The library hosted 166 people at their annual SciTech event, an increase over last year. Ryan made an effort to talk with people on their way in and gathered information about who attended, whether they had a library card, were they there specifically for SciTech, and how they heard about the SciTech event (word of mouth was the largest percentage.) Ryan is going to try to do something similar at the Comic Expo on Saturday, 3/23/19.</p> <p>There were a wide variety of activities for kids to experience.</p>

	<p>The event was almost like bringing a science museum to Cottonwood. The library partnered with others, including the Camp Verde Library that brought their 3-D printer. The event was held during Spring Break, which was well-timed. Rudy asked if Ryan had considered some additional grant funding, such as the Verde Valley Regional Innovation Council. Ryan would like to expand into water issues and other topics.</p>
<p>VI. Unfinished Business</p>	<p>1. Strategic Plan – Continued discussion and direction of the Library Strategic Plan</p> <p>Review objectives: Ryan wants to tie in to the City Strategic Plan.</p> <p>*Creating a more inviting space-- The hospital has donated some items to the library, because of their renovation. The staff has worked to identify and clean up the general appearance of the library. Henry commended Cindy for rearranging the SW room to make it more inviting.</p> <p>*Maximize hours of operation—Part of the budget conversation. For example, do the youth side and adult side always have the same hours? Ryan and library staff are considering all options.</p> <p>*Provide cultural diversity—The library has applied for a grant with the Camp Verde Library to coordinate with other organizations to improve services for Spanish speakers. The library offers ESL and Spanish classes on a regular basis, but Ryan wants to reach out to others and build the collection.</p> <p>*Encourage children to experience the world—The SciTech event was a great example of this.</p> <p>*Improve Adult Digital Literacy—We offer classes and teachers to patrons for free. Ryan has applied for several grants to support this area. Jackie asked about computer classes for seniors. It is possible that some of these classes could be held off-site, if the necessary equipment is obtained.</p> <p>Henry commented about a film that was shown at the library that drew a large crowd. He wondered if there could be a partnership with Parks and Rec. Events at the library are free, but at Parks &amp; Rec an outside group has to pay for the facility space. Rudy commented that some of it is basically to recover costs, but also some consider that a sponsorship by the City of Cottonwood implies that the City agrees with the content presented. Ron suggested the possibility of a film festival that the City could sponsor.</p>

VII. New Business	<p>1. No new business was presented.</p> <p>Henry asked about the budget timeline. Ron explained that he and his budget team are meeting with all departments. The library budget has been discussed with Ryan. Ron feels it is very important to increase reserves, maintain staffing levels, and improve efficiencies, as identified in the City’s Strategic Planning meeting. He supports improving the library as a quality of life issue. There are no specific budget numbers yet. He is confident that the library is in good hands. Jackie noted that the Council does not want to grow staff city-wide. Ryan can move staff around, but will most likely not gain new positions. Ryan commented that he was challenged to rethink things with a new perspective.</p>
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of February. Ron noted that when the library closed due to inclement weather, the number of people hanging out at the Rec Center increased. He affirmed his support for the library being a safe space for a variety of people.</p>
IX. Future Agenda Items & calendar updates	<p>Next meeting—April 17, 2019 5:00 PM</p> <p>1. Verde Valley Comic Expo – Saturday, March 23.</p> <p>There are 50 vendors. Fifty boxes of old comics were donated for the event. There are adequate volunteers for the event.</p> <p>2. Volunteer Luncheon – Saturday, April 6. “Out of this world” is the theme. Liz is coordinating it and the theme is similar to the summer reading program. Margo, Judy, John, and Connie will bring two dozen cookies apiece. Margo will update us on what other things (like beverages) may to be filled.</p> <p>3. Strategic plan.</p>
X. Adjournment	<p><i>Connie moved we adjourn. Henry seconded. Motion approved unanimously.</i> Meeting adjourned at 5:52 P.M.</p>

*Respectfully submitted,  
Connie Gilmore, Secretary*