



“Inspiring a Vibrant Community”

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, July 22, 2020 @ 5:00 PM

Online meeting via GoToMeeting.com

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, Margo Mitchell, John O’Neill, Paula Thompson, Library Director Ryan Bigelow, Library Supervisor Jamie Shea, City Manager Ron Corbin, Deputy City Manager Rudy Rodriguez Absent: Susan Cox, Kathy Hellman, Judy Paulus
III. Call to the public	Questions or Comments from the public can be emailed to rbigelow@cottonwoodaz.gov .
IV. Approval of Minutes	Connie moved that the minutes from February 19, 2020 be accepted as stated. Paula seconded. <i>Minutes approved as written.</i>
V. Library Director’s Report	<p>1. Introduction of new Library Supervisor Jamie Shea. Jamie introduced herself to the LAB. She has lived in Cottonwood for about 20 years and is a long-term library enthusiast. She worked part-time in the CPL, and is excited about this new opportunity to creatively serve the community. Her goals include creating phenomenal customer service, helping teens achieve their highest self, and culture enhancement. She wants to help take the library to the next level.</p> <p>2. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators. Ryan explained that the latest statistics are “interesting.” Since our last meeting, the library has been closed, open for curbside pick-up, and reopened since Monday, June 29 with the public use computers and printing. Virtual programming remains a focus for the library to continue to provide education and entertainment.</p>

	<p>Ryan thanked Ron and Rudy for their support.</p> <p>Gate counts were about 1/3 of normal for June. Ryan was “pleasantly surprised” with the circulation statistics. Programming and attendance went up via Facebook Live activities.</p> <p>Ryan is trying to simplify statistics gathering to make it more efficient and meaningful. He presented a new format for sharing the information.</p> <p>3. Volunteer Communication. The Library has reached out to the volunteers. About half of the volunteers have not been coming in since reopening. Liz has reached out to them to be sure they are okay.</p>
<p>VI. Unfinished Business</p>	<p>Margo inquired about the issue of late fees that was discussed at the last LAB meeting. Ryan has directed staff to be lenient regarding fines, under the circumstances. The topic will come up again when things are more “normal.”</p>
<p>VII. New Business</p>	<p>Review of library updates and changes during the COVID 19 pandemic. Ryan updated the LAB via email in June, explaining that Jamie had started in her new position. The Library has absorbed some of the Rec Center staff temporarily, while the Rec Center is closed. The hours were adjusted again to provide more consistency. It is not necessary to stay open for evening meetings at this time. New lights in the stacks were installed while the library was closed. There is limited use of public computers, with 4 out of 17 computers available with distancing, at 30 minute limits instead of 90 minutes. They are continuing to work on online resources, as well as using the YES calendar and updating the website. The Library is promoting Tutor.com to the schools. Through the LSTA Cares grant, the library has purchased some wifi hot spots for lending. Virtual services include Spanish story time on Wednesdays, sign language club, open mic, and other programming.</p> <p>The Summer Reading Program was extended through August 15. The new Verde Drive-in is offering a special movie for Summer Reading participants on Thursday, 7/23/20.</p> <p>A patron donated \$1000 to the Bookmarks for Youth Services STEAM kits for check out.</p>

	<p>Covid protocols include following the governor's orders, having the restrooms cleaned 3 times per day, and cleaning contact points twice/day.</p> <p>Rudy commented that the Census computer is more attractive due to Marc's artwork.</p> <p>There will be no Comic Expo next year.</p> <p>Connie thanked the library staff for their efforts, and Ron commended Ryan and the library staff for their excellent work, protecting employees and serving the community.</p>
VIII. Correspondence/ Comments	There were no public comments.
IX. Future Agenda Items & calendar updates	<p>Next meeting—<i>August 19, 5:00 PM via GoToMeeting.</i></p> <p>Ryan is working hard to meet patron needs. If you have comments or concerns for the next meeting, please contact Ryan or Margo.</p>
X. Adjournment	<p><i>John moved we adjourn. Paula seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:32 P.M.</p>

*Respectfully submitted,
Connie Gilmore*