



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, September 16, 2020 @ 5:00 PM
 Online meeting via GoToMeeting.com, 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, Connie Gilmore, Kathy Hellman, Margo Mitchell, John O’Neill, Judy Paulus, Paula Thompson, Library Director Ryan Bigelow, Library Supervisor Jamie Shea. Absent: City Manager Ron Corbin, Deputy City Manager Rudy Rodriguez
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Judy moved that the minutes from August 19, 2020 be accepted as stated. Kathy seconded. <i>Minutes approved as written.</i>
V. Library Director’s Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>Circulation is relatively high. Some other areas are lower, for example, the gate count. Computer statistics are lower, in part due to IT working on them and resetting the count. Virtual programs continue.</p> <p>2. Wi-Fi Hotspots, Library Wi-Fi use and Device Donations</p> <p>There are five hotspots available for check out. Up to 15 people can use one hot spot. Families come in to use the Wi-Fi in the library for homework. Susan asked if hotspots were just for kids. Ryan said they had priority, but could be made available to adults.</p> <p>Device donations—COCSO gave little response for the idea. They are focusing on getting kids in the classroom, so we will put it on hold for now. Paula suggested contacting service clubs at the High School, such as Interact, who could get involved.</p>

	<p>Her daughter is the sponsor of that club and Paula will reach out to her. Ryan said we're always interested in partnering with schools.</p> <p>3. Shelving blitz and Improvements</p> <p>The library is working to increase hold fulfillment. Staff and volunteers have made a major shelf reading effort. The goal is to fill 85% of holds.</p>
VI. Unfinished Business	There was no unfinished business to discuss.
VII. New Business	<p>1. City of Cottonwood Board/Commissions Consolidation Review and Discussion.</p> <p>Tabled, due to Rudy's absence. There is consideration of board consolidation in the City. Potentially, there could be a "Community Services Board" that combined the Library Advisory Board with Parks and Rec. There are many details to iron out, and it will be discussed more in future meetings.</p> <p>2. September is Library Card Sign-up Month.</p> <p>Jan Marc created an eye-catching graphic, and Bookmarks funded an ad in the <i>Verde Independent</i>. It will also be in the <i>Ad King</i>. The City Manager gave Library Card Sign-up Month a shout-out at the City Council meeting. The library is reaching out to local schools, giving out comic books with library card sign-up information. The library is also in the process of creating door hangers for local apartment complexes, with information on library cards and services. They have permission from six complexes. Jamie has personally reached out at a local business and got 7-8 new card holders. Ryan and Liz will set up a table at the Rec Center. Ryan will also promote this on "Inside Cottonwood" this week.</p> <p>Liz has a new program with Cottonwood Village—she checks out 50 books and DVDs to Cottonwood Village that they check out to residents with an internal system. Items will rotate monthly. Residents are excited to have services without having to leave the facility.</p>
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of September.</p> <p>Ryan received an email regarding the noise level in the library. He noted that much of the noise can be attributed to staff, for</p>

	<p>several reasons. With fewer patrons, there is less ambient background noise; masks cause increased volume to communicate effectively; and the staff works together well as a team, and have a tendency to laugh. He has notified staff, and they are being more mindful.</p>
IX. Future Agenda Items & calendar updates	<p>Next meeting—October 21, 5:00 PM. Location TBD. Ryan will check out options where we could meet in person with proper physical distancing.</p> <p>*Banned Books Week—September 27-October 3. This is an annual event celebrating the freedom to read.</p> <p>*October 17—a sisterhood nonprofit will be collecting book donations for COCSD. Ryan will get us more information on this.</p>
X. Adjournment	<p><i>Judy moved we adjourn. Susan seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:35 P.M.</p>

*Respectfully submitted,
Connie Gilmore, Secretary*