



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, May 15, 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 5:00 P.M. by acting president Judy Paulus
II. Roll Call	Present: Susan Cox, Connie Gilmore, Henry Mellon, John O'Neill, Judy Paulus, Joe Stack, Library Manager Ryan Bigelow Absent: Margo Mitchell
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Joe moved that the minutes from April 17, 2019 be accepted as stated. Susan seconded. <i>Minutes approved as written.</i>
V. Library Manager's Report	<p>1. Welcome new board member Susan Cox. Susan introduced herself to the Board. She has worked in libraries extensively and has been a huge library user.</p> <p>2. On April 6 the library hosted the Annual Volunteer Luncheon. Over 50 volunteers attended the event to celebrate their service to the community. On Friday, April 26 the library hosted Open Mic Night that featured local artists playing a variety of instruments and showcasing their vocal talents.</p> <p>3. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators: Ryan has revised the report that he gives Cottonwood City Council, simplifying the statistics and charting them. Circulation statistics includes Overdrive. There was general discussion of the statistics presented. Joe suggested adding program attendance statistics as well.</p>

	<p>3. Library Supervisor position update. Kyle resigned on April 29. Ryan got approval to fill the position. The position is open until Memorial Day.</p>
<p>VI. Unfinished Business</p>	<p>1. Strategic Plan – Update and progress on each of the seven strategic priorities.</p> <p>Create an inviting space for everyone—Update on toddler space and board books is in progress.</p> <p>Ryan is dealing with various roof leaks. The sidewalk extension project has been modified. Funding from the City is 50% and the other half is grant, including improving ADA access. There are 35 total parking spots. Adding another ADA spot would eliminate one parking spot, but sidewalk improvements will help alleviate parking issues.</p> <p>Maximize hours of operation—in progress. There is no additional budget to increase hours, but it is possible to rearrange the existing hours to maximize access. Henry has been working out possible solutions. General discussion about hours. Ryan is getting staff input on this issue as well.</p> <p>Provide cultural Diversity—LSTA CAP grant awarded for \$4,000 in Spanish materials. Received notice of the award on 5.3.19.</p> <p>Encourage children to experience the world—Summer Reading Program. Joyce has made 10 presentations to CCS, including recent presentations about Ozobots to third grade classrooms.. Summer reading program prizes include experiences this year.</p> <p>Adult Digital Literacy—10 new laptops have arrived and are getting set up. Some of the old laptops will be used for training.</p> <p>Strengthen Community connectedness—May 23 Community Garden planting party at 10:30 AM, in conjunction with a youth program.</p> <p>“Food for Fines” will help the Mission for two weeks, May 20-June 1. \$1 off library fines for each non-perishable food item donated.</p>

	<p>Engage Community Members not now Utilizing the Library—Ozobots to promote Summer Reading. The library is investigating a new logo.</p>
VII. New Business	1. No new business.
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of April.</p> <p>Comment on noise level of library: Ryan believes there should be quiet spaces, but also areas where conversations take place. Discussion of specific areas that should be quiet.</p> <p>Comment on limited time parking signs: Very difficult to enforce. Ryan hopes that the new sidewalk will encourage patrons to park at the Rec Center.</p> <p>Susan asked about posting the minutes of the Library Advisory Board on the Library’s website. They are currently published on the City website. This would allow people to view the topics that they submitted for discussion. Ryan is looking into website options.</p>
IX. Future Agenda Items & calendar updates	<p><i>Next meeting—June 19, 2019</i></p> <p>Possible logo review.</p> <p>Continued discussion on readjusting library hours.</p> <p>Ongoing Strategic plan</p> <p>Summer Reading Program</p>
X. Adjournment	<p><i>Joe moved we adjourn. Susan seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:53 P.M.</p>

Respectfully submitted,
Connie Gilmore, Secretary