



*"Inspiring a Vibrant Community"*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, June 19, 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 president Margo Mitchell
II. Roll Call	Present: Susan Cox, Connie Gilmore, Henry Mellon, Margo Mitchell, John O'Neill, Judy Paulus, Library Manager Ryan Bigelow Absent: Joe Stack
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Judy moved that the minutes from May 15, 2019 be accepted as stated. Susan seconded. <i>Minutes approved as written.</i>
V. Library Manager's Report	<p>1. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>Margo commented on the large increase in outreach numbers. Ryan reviewed the gate counts, programs, computer use, and circulation. He noted that Teens now have iPads for the teens to use, and this use cannot be tracked the same way as computer usage.</p> <p>2. Library Supervisor position update. Seven candidates were interviewed, with an additional one Thursday.</p> <p>3. Food for Fines summary. The Cottonwood Public Library reinstated the Food for Fines program, where patrons can submit canned foods to eliminate fines. This year, patrons were also encouraged to donate additional food for Youth fines credit. Three large boxes of food were donated to the Old Town Mission.</p>

	<p>4. Open Mic and Music in the Stacks Grant. The grant was awarded to both Camp Verde Community and Cottonwood Public Libraries. The last open mic at our library had about 20 people participating.</p> <p>5. Storytime in the Park. Thursday’s story time will be in Garrison Park. The Library partnered with the local Audubon Society to help with the birdhouse craft.</p>
<p>VI. Unfinished Business</p>	<p>1. Strategic Plan – Update and progress on each of the seven strategic priorities.</p> <p><b>Create an inviting space for everyone</b>--Toddler space and board books expansion in progress. Grand opening of the area July 2.</p> <p>Weeding project to create additional space for reading/sitting/computers. As the stacks open up, the area will be rearranged.</p> <p>Liz attended “Librarians Guide to Homelessness” training 6.5.19. She shared this at the Volunteer Meeting and with staff.</p> <p><b>Maximize hours of operation</b>—see New Business</p> <p><b>Provide cultural diversity</b>--LSTA CAP grant for \$4000 in Spanish materials. There will be a meeting with a potential Spanish language facilitator on June 26 with Camp Verde Community Library</p> <p><b>Encourage children to experience the world</b>--Joyce Read visited 10 classrooms with ozobots. Open Mic Nights funding. Summer Reading program prizes include taking teens to Lowell Observatory August 2.</p> <p><b>Improve adult digital literacy</b>--Jeff Clark participated in low-cost digital literacy and device lending focus group.</p> <p><b>Strengthen community connectedness</b>--Phase one of community garden is complete.</p> <p>Food for Fines completed.</p> <p>Partnering with the local Audubon Society for story time in the park.</p>

	<p>Partnered with Astronomers of the Verde Valley to host a Star Party. The event on 6.15.19 had 60 in attendance.</p> <p><b>Engage community members not now utilizing the library.</b> In progress.</p>
VII. New Business	<p>1. Review and comment on a potential change in library hours of operation. Ryan has developed a draft plan with staff input. He also wants input from the new library supervisor. Ryan asked for our input from the perspective of the patrons. The total open hours would increase from 46 to 49 hours/week. Ryan will work on staffing adjustments. Changes would allow increased use of meeting space. Henry commended Ryan on this proposal. Margo applauded the staff for their input.</p>
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of May.</p> <p>There was a complaint about the religious information group that often sits outside the library entrance. Ryan said it is their First Amendment right to be there.</p> <p>The entire staff was commended.</p> <p>Compliments on the “Overdrive” class, which was run by a volunteer. The next classes are at 9:00 on July 16 &amp; 18<sup>th</sup>. Sign up through Cindy.</p>
IX. Future Agenda Items & calendar updates	<p>Next meeting—<b>July 24, 2019</b>, 5:00 PM (Note change to fourth Wednesday.)</p> <p>Possible logo review.</p> <p>Update on library hours.</p> <p>Open mic, story time in the park update.</p> <p>Library Supervisor update.</p> <p>Display policy review.</p> <p>Parking/pathway update.</p> <p>Upcoming meetings—<b>no meeting in August</b>, September 25 (fourth Wednesday), October 23 (fourth Wednesday)</p>
X. Adjournment	<p><i>Judy moved we adjourn. John seconded. <b>Motion approved unanimously.</b></i></p> <p>Meeting adjourned at 5:55 PM.</p>

*Respectfully submitted,*  
*Connie Gilmore, Secretary*