



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, July 24, 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, Margo Mitchell, John O’Neill, Joe Stack, Library Manager Ryan Bigelow, City Manager Ron Corbin, Library Supervisor Brenda Pavnica Absent: Henry Mellon, Judy Paulus
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Susan moved that the minutes from the regular meeting of June 19, 2019 be accepted as stated. John seconded. <i>Minutes approved as written.</i>
V. Library Manager’s Report	<ol style="list-style-type: none"> 1. Introduction of Library Supervisor, Brenda Pavnica. Brenda has previous library experience in Indiana and Oregon, and has stepped right into her new position. 2. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators. Ryan explained that there have been technical issues with the gate count on the Youth Services side. Susan pointed out that June weather was spectacular, which may have affected statistics with many people outside instead of inside. Ryan said there are new tablets in Youth Services that are not counted in the stats. General discussion on circulation stats. 3. Open Mic program review. The second open mic of the summer was held in June. Grant money has helped support this program. Twenty six people participated. 4. Update on Library Advisory Board openings. There are three open seats with four applicants. Candidates will be interviewed at the August 6 City Council meeting.

	<p>5. Update on library weeding project. Project is proceeding well. “New books” have been moved into open space in the stacks creating a more inviting entrance. Some stacks will be removed to create more open seating. Ron praised the new open space at the entrance. Susan asked about a separate reference area. Ryan said he is working with Brenda on possible changes.</p> <p>6. Kanopy library streaming service. Kanopy is similar to Netflix. You can see up to 10 movies a month through the library website, although there is no limit for kids’ movies. Connect at Cottonwoodlibraryaz.kanopy.com. It is mobile friendly. The library pays per view, but it is budgeted for. There are over 4000 movies available, including Great Courses. Brenda pointed out that the movies are both recreational and educational.</p>
VI. Unfinished Business	<p>1. Strategic Plan – Update and progress on each of the seven strategic priorities.</p> <p>Create an inviting space for everyone: Moved new books and created a more inviting space at the entrance.</p> <p>Maximize hours of operation: In progress.</p> <p>Provide cultural diversity: LSTA CAP grant for \$4,000 to increase Spanish materials.</p> <p>Encourage children to experience the world: The Summer Reading Program ends this Saturday. Prizes include those that will allow children to visit local attractions. Some Teens will go to Lowell Observatory</p> <p>Improve Adult Digital Literacy: Applied for a “Libraries Lead with Digital Skills” grant.</p> <p>Strengthen community connectedness: A second star party had 61 people in attendance. The library will host a FRANK talk on water in the Southwest, September 21 at 11:30. There will be a screening of <i>The Public</i>, a movie about public libraries followed by community forum.</p> <p>Engage Community Members Not Now Utilizing the Library:</p> <ol style="list-style-type: none"> 1. Ryan is working on creating a CPL logo, which we will review in September. He is also updating the library brochure and would like to include it in the welcome packets at local apartment complexes. 2. Review and comment on a potential change in library hours of operation.

	Ryan shared a proposal that increases the hours of operation by 3 hours/week by readjusting open hours. There would not be additional staff, so staffing assignments will be reviewed. Once there is a solid plan for staffing, Ryan will move forward. The target date is October 1.
VII. New Business	Review and comment on display policy. Ryan wants a specific policy that identifies appropriate display items/topics. There was a complaint about LGBTQ display in youth services. Ron was supportive to keeping the display up. The policy has been reviewed by the City attorney.
VIII. Correspondence/ Comments	Review of public comment cards from the month of June. There were comments praising staff. Someone complained about the temperatures being too cold. The staff adjusted some of the vents in the small study rooms. A patron inquired about donating books to the jails. Ryan said the library does donate books to the jail through the Bookmarks. A patron thanked the library for holding Law Day.
IX. Future Agenda Items & calendar updates	1. Next meeting—There will be no August meeting. Our next meeting will be September 9/25/19. Upcoming events to review: September 9-21 water simulator. CVCL will loan a piece of the Smithsonian Exhibit. FRANK talk on 9/21/19. Ryan will attend a conference on September 3-7 in Burlington, VT focusing on rural public libraries. Ryan has a grant to attend. Saturday, August 31 is first showing of the public library movie. Summer Reading program update.
X. Adjournment	<i>Joe moved we adjourn. Susan seconded. Motion approved unanimously.</i> Meeting adjourned at 5:54 P.M.

*Respectfully submitted,
Connie Gilmore, Secretary*