



*"Inspiring a Vibrant Community"*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

Wednesday, October 20, 2021 @ 5:00 PM

Dede Ewald Meeting Room and Microsoft Teams, Cottonwood, AZ

### Agenda

I. Call to Order	Meeting called to order at 5:11 P.M. by chair Judy Paulus
II. Roll Call	Present: Susan Cox, Connie Gilmore, Kathy Hellman, Judy Paulus, Library Director Ryan Bigelow, Deputy City Manager Rudy Rodriguez Absent: Paula Thompson
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Judy moved that the minutes from September 15, 2021 be accepted as stated. Susan 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>The gate counts have not been functioning properly. Ryan hopes the gates will be repaired soon.</p> <p>2. Cindi Gordon Retirement Update.</p> <p>Cindi is retiring in early December. A full-time position has been posted.</p> <p>3. Welcome Card Introduction</p> <p>The new card will include out-of-town (snowbird) patrons as well as those without permanent addresses. There will be a limit on check-outs. The card will be valid only at the Cottonwood Public Library. It will make it easier for more transient users.</p> <p>4. National Night Out</p>

	<p>The National Night Out was held on October 12. Jan and Ryan attended for the library. It was a good outreach opportunity.</p> <p>5. Author Expo, Saturday, Nov. 20</p> <p>The Author Expo will be held at the CC Clubhouse from 10:00-4:00. Judy is working with Jan and Ryan. Connie and Kathy also volunteered to help. There are currently 10 authors, but Ryan is hoping for 25. Kathy will share her list of local authors.</p> <p>6. Fallunteer Event, Saturday, Nov. 13.</p> <p>There will be an open house at the library from 3:00-5:00 P.M. for the library volunteers. Departments will have special activities. Please donate 2 dozen cookies before the event.</p> <p>This event will also include a celebration of Cindi's service and upcoming retirement.</p> <p>7. Culture Pass</p> <p>This is a non-profit program for 10-15 museums in Arizona. You can "check out" two tickets at the library for free entry to different participating museums. Most are in the Phoenix area at this time. Yavapai County libraries are expanding their involvement. Details are being worked out. The program is free to patrons and libraries.</p>
<p>VI. Unfinished Business</p>	<ol style="list-style-type: none"> <li>1. Boards and Commissions Reorganization Update. Rudy presented the latest on the reorganization. The change has been in the works for three years. The City Council had a second reading on the proposal, and the Library Advisory Board is officially no longer a board. It will move to becoming a "work group" which will work on projects. There will not be official agendas or minutes, but records of meetings should be kept. Rudy would like us to build a list of potential projects. Judy suggested that we keep a monthly meeting time for now to maintain continuity as the new format develops.</li> <li>2. Future Volunteer Opportunities. Rudy suggests developing a list of core programs and activities that volunteers could participate in, with a timeline. Activities could include programs and projects. This is a work in progress. Judy suggested that we rig up a booth/banner that is recognizable for the library.</li> </ol>

	<p>Examples of projects include the Trunk or Treat that Susan and Judy are helping with, as well as the Author Expo. There was discussion about the Christmas float. Ryan would like to wait to see what the theme is and how it fits the library.</p>
VII. New Business	<p>1. Introduction of the Yavapai Library Network's New Online Public Access Catalog –Aspen.</p> <p>Ryan demonstrated the new YLN online public access catalog. It is more intuitive and user-friendly.</p>
VIII. Future Agenda Items & calendar updates	<p><i>Next meeting—Wednesday, November 17, 2021 @ 4:00 P.M.</i></p> <p>Name for work group Minutes/format of documentation Subgroups</p>
IX. Adjournment	<p><i>Connie moved we adjourn. Judy seconded. Motion approved unanimously.</i> Meeting adjourned at 6:04 P.M.</p>

*Respectfully submitted,  
Connie Gilmore, Secretary*