



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

October 23, 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 5:01 P.M. by president Margo Mitchell
II. Roll Call	Present: Susan Cox, Connie Gilmore, Margo Mitchell, Judy Paulus, Paula Thompson, Library Director Ryan Bigelow, Deputy City Manager Rudy Rodriguez Absent: Henry Mellon, John O'Neill
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 25, 2019 be accepted as stated. Paula 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>September 29, 2019, marked the beginning of new library hours for the Cottonwood Public Library. The open hours of the library were increased by three hours, with the most significant changes coming on Mondays moving from 10:00 am - 2:00 pm to now accessible from 9:00 am - 5:00 pm. The library is now open on Tuesdays and Wednesdays until 7:00 pm, allowing working adults more opportunities to visit the library. Also, in September, the Cottonwood Public Library introduced a logo.</p> <p>2. Presentation of volunteer appreciation plaque.</p> <p>Joe Stack was recognized for his service on the Library Advisory Board.</p> <p>3. Library Specialist – Teen update. The position has been offered to the "Janimal," Jan Marc Quisumbing. He is a</p>

	<p>cartoonist who started the Comic Expo, and works well with teens.</p> <p>4. Update and feedback on the new hours. Ryan hasn't had a lot of feedback, good or bad, at this point. There have been some comments appreciating the later hours, but no complaints about any changes. Judy asked about the gate count after 6:00. Ryan explained that that is not a reliable count. Next month will include the monthly statistics with the new hours.</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.</p> <p>The Reference desk area was painted. There will be an LED display installed. LED lights will be installed in the Youth Services area. Joyce Read attended a Youth Mental Health First Aid training. Ryan wants the library to be on the forefront of mental health issues.</p> <p>Maximize hours of operation.</p> <p>Schedule events/meetings/programs between 5:00-7:00 PM. In Progress.</p> <p>Provide cultural diversity.</p> <p>Encourage children to experience the world.</p> <p>Improve Adult Digital Literacy.</p> <p>Strengthen community connectedness.</p> <p>Cottonwood Fire Department came to story time. VFW Storytime at Veteran's Memorial Park—in progress.</p> <p>Astronomers of the Verde Valley will have an event in November.</p> <p>Host MUHS Photography Club display.</p> <p>Engaging Community members not now utilizing the library.</p>
<p>VII. New Business</p>	<p>1. Cottonwood Book Fair, Saturday, November 9 from 12:00–5:00 pm at the Cottonwood Community Clubhouse, right after the grand opening of the CCC. This event is during “Walkin’ On Main.” There will be 30+ local authors.</p> <p>2. Dates and times of Library Advisory Board meetings. The Library’s goal is to use the meeting space as much as possible,</p>

	and our currently scheduled meeting time is very popular for meeting space utilization. Options include using the City Council chambers and changing the meeting time. Ryan will let us know time and location for our next meeting.
VIII. Correspondence/ Comments	Review of public comment cards from the month of September. There were several comments praising the staff. Ryan is addressing some computer issues. Someone specifically praised the new hours of operation.
IX. Future Agenda Items & calendar updates	<p>Next meeting--Wednesday, November 20.</p> <ol style="list-style-type: none"> 1. Potential scheduling conflicts for the Nov. and Dec. meeting. Location TBA. The Board prefers to keep meeting Wednesdays at 5:00 PM, but are flexible on location. The members in attendance have no conflicts with the November and December dates. 2. Trivia Night, Wednesday, Oct. 30. A family-centered event. 3. Star Party, Saturday, November 2, in conjunction with the Verde Valley Astronomy club. 4. Update on Book Fair. 5. Chili Cook Off for the Bookmarks at Burning Tree Cellars on November 2.
X. Adjournment	<i>Susan moved we adjourn. Judy seconded. Motion approved unanimously.</i> Meeting adjourned at 5:58 P.M.

*Respectfully submitted,
Connie Gilmore, Secretary*