



*"Inspiring a Vibrant Community"*

## COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

### Minutes

January 15, 2020 @ 5:00 PM

Cottonwood Recreation Center Conference Room  
150 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, Judy Paulus, Paula Thompson, Library Director Ryan Bigelow, City Manager Ron Corbin Absent: John O'Neill, Deputy City Manager Rudy Rodriguez
III. Call to the public	There were no public requests to address the Board.
IV. Approval of Minutes	Judy moved that the minutes from December 18, 2019 be accepted as stated. Susan seconded. <i>Minutes approved as written.</i>
S	<p>1. On Saturday, December 7, the Cottonwood Public Library participated in the Cottonwood Christmas Parade. This year's theme was "Candyland," and the library float received the Grand Prize and Judges Award for our entry. The parade allowed for great exposure for the library as well as the ability to hand out information on programs.</p> <p>2. Monthly statistics on program attendance, circulation, volunteer hours and other performance indicators.</p> <p>Ryan summarized three year trends on gate counts, circulation, computer use, and programs. Gate counts are an inexact science, but there has been an increase overall for the past three years. Ryan is trying to track Wi-Fi use, not just computer use, as many people bring in their own devices. Program offerings were up in 2019 over the last few years.</p> <p>3. Full-Time employee vacancy updates.</p>

	<p>There are currently two full-time openings--AV and Supervisor. There will be interviews in the next few weeks.</p> <p>4. Library Advisory Board opening update.</p> <p>Candidates were interviewed last week and a decision is upcoming.</p>
VI. Unfinished Business	<p>1. Strategic Plan—Update and progress on each of the seven strategic priorities.</p> <p><b>Create an inviting space for everyone.</b> Spectrum work group-- in progress. Ryan is in contact with Spectrum to see if a work group could be established to help with basic exterior maintenance, such as sweeping near the bus stop.</p> <p><b>Maximize hours of operation.</b></p> <p><b>Provide cultural diversity.</b> The library has received a Spanish grant of \$4000. They are surveying to establish needs. This is a cooperative grant with Camp Verde, establishing a “floating” collection with users in both locations.</p> <p><b>Encourage children to experience the world.</b> Received a \$1500 grant from Walmart for backpack program. Running With the Wild, American Sign Language, Storytime with Brain Time parenting workshop—all in progress. The AZ Children’s Association Family Education Support Series participated in a recent story time with 41 people in attendance.</p> <p><b>Improve Adult Digital Literacy.</b></p> <p><b>Strengthen community connectedness.</b></p> <p><b>Engaging Community members not now utilizing the library.</b> Jan Marc visited Cottonwood Community School and introduced himself to students. The library brochure as part of welcome packets at local apartment complexes—complete. Susan has reached out to real estate agents, and will try to attend one of the monthly realtor meetings. She suggests we try to think outside the box to reach out to new people. Margo suggested Cottonwood Ranch. Ryan said that he and Sophia Russel from the YC Verde Campus Library will be speaking at the Cottonwood Ranch HOA meeting April 14, 6:30 PM.</p> <p>2. Fine free public libraries review and discussion.</p> <p>Ryan has gathered more information. 14 smaller YLN public libraries have been fine free for over 8 years. The YLN steering committee meeting voted yes for automatic</p>

	<p>renewals for public libraries. The format and implementation to be determined. This would be a first step in evaluating the possibility of going fine free. Ryan asked—if we go fine free, what is the worst-case scenario? Ron suggested that removing a barrier could be well-received. We would have to make a decision by March/April, to present it to the City Council. Judy asked if there is a way to check how many people have fines of \$9-10 or more. There is general support from the LAB to move toward being fine free. Judy pointed out that people don't understand that fine money doesn't go directly back to the library. Susan asked how much staff time goes to counting fine money. Paula asked if Ryan had presented it to the staff. Some staff members were skeptical, but he has gotten positive feedback. Ron commented that the fine is a discipline. Does it create the desired impact or is it creating barriers? Ryan will continue to gather information and we will discuss it next month.</p>
VII. New Business	No new business.
VIII. Correspondence/ Comments	<p>Review of public comment cards from the month of December.</p> <p>Several comments on the issue of smoking and cigarette butts at the bus stop outside the library. Ryan would like to modify the benches and set-up in the area, making adjustments to improve the situation. Ron and Ryan will work together to help the situation.</p> <p>There was a comment about not enough handicapped parking.</p> <p>There was a suggestion to put up a small bulletin board to display public comment questions and the answers to them.</p>
IX. Future Agenda Items & calendar updates	<p>Next meeting—</p> <ol style="list-style-type: none"> <li>1. Verde Valley Comic Expo, Saturday, March 21.</li> <li>2. Fine free follow-up</li> <li>3. Brochure follow-up</li> <li>4. Status of sidewalk project. (Walkway to Rec Center)</li> </ol> <p>Note—Connie will not be able to attend the next meeting.</p>
X. Adjournment	<p><i>Judy moved we adjourn. Susan seconded. Motion approved unanimously.</i> Meeting adjourned at 5:55 P.M.</p>

*Respectfully submitted,  
Connie Gilmore, Secretary*

