



"Inspiring a Vibrant Community"

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, February 17, 2021 @ 5:00 PM

Via Go To Meeting, Cottonwood, AZ

Agenda

I. Call to Order	Meeting called to order at 5:02 P.M. by president Margo Mitchell
II. Roll Call	Present: Susan Cox, Connie Gilmore, Kathy Hellman, Margo Mitchell, Paula Thompson, Library Director Ryan Bigelow, Deputy City Manager Rudy Rodriguez Absent: 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 January 20, 2021 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>Margo asked about the current 40 hours of volunteers. Ryan said it is about half "normal" hours.</p> <p>Jan Marc worked with the Camp Verde Teen librarian on a virtual project about Voices & Votes. Ten teens created editorial cartoons.</p> <p>All full-time staff have completed "Homeless Librarian" training, with the theme of "Lead with Empathy." It has also been offered to part-time staff. The focus is on customer service.</p> <p>The sidewalk grant is waiting on Yavapai County approval, and then it will return to a CPL project. Ryan responded to a previous question from Susan about drainage.</p> <p>The CPL is proposing a digital media lab and will survey local businesses and the public. The goal is to have a DML in 2021-2022.</p>

	<p>Kathy, at Camp Verde Community Library, received a grant for a mobile STEM/STEAM lab. They will convert a 40' 5th wheel to a mobile lab. CPL will participate.</p> <p>Covid standard operating procedures are in place as long as necessary. Hopefully things will continue to improve, but the CPL remains cautious.</p>
<p>VI. Unfinished Business</p>	<p>Rudy gave an update on the advisory board reorganizations. It will not be a consolidation. He has talked with the city attorney, and they are moving forward to “work groups.” It will probably be presented to the City Council on either March 2 or March 16 for review. There are several groups that will be affected. We will have one or two more Library Advisory Board meetings before this change is confirmed.</p> <p>Ryan suggested the following projects that the Library Work Group could address:</p> <ol style="list-style-type: none"> 1. Book Fair 2. Late fees 3. Comic Expo 4. Code of Conduct 5. Community garden at the library 6. Digitize historical documents, in conjunction with Clemenceau 7. Grants <p>Susan asked if the Historical Preservation Commission would be changing, but it is a different structure. She also requested that we get more statistics on the late fee/fine issue since Covid. Ryan will look at YLN data.</p> <p>Paula asked if we have to wait for the reorganization before starting on new projects. Rudy said we can move forward, but we should put it on the official agenda for now.</p> <p>Connie asked about birthday cards. Rudy said we can continue, and Margo thinks it is a good idea. We will discuss this further.</p> <p>Margo asked about the Volunteer Appreciation event, and Ryan said a work group could help.</p>
<p>VII. New Business</p>	<p>There was no new business.</p>

VIII. Future Agenda Items & calendar updates	Next meeting—March 17, 2021. 5:00 PM Book Fair Late fees Library Community Garden Library Birthday Cards Report on Read Across America, March 2. The CPL will hold a virtual story time that will be shared with COCSD schools.
X. Adjournment	<i>Connie moved we adjourn. Susan seconded. Motion approved unanimously.</i> Meeting adjourned at 5:33 P.M.

*Respectfully submitted,
Connie Gilmore, Secretary*