

# **Action Minutes**

## **Library Advisory Board Meeting**

**January 17, 2013**

***Please note that a quorum of the board members were not present so action taken at this meeting will need to be ratified by a quorum of the Library Advisory Board at their next meeting.***

### ***Call to Order***

Meeting was called to order by Joyce Baker at 6:08 p.m.

ATTENDED: Brenda Mitchell  
Ana Morrow  
Jennifer Romweber

ABSENT: Olan Williams  
Anna Lori Lundberg  
Brian Miller

STAFF: Joyce Baker

GUEST: Ralph Swain

### ***Approval of Minutes***

Minutes were distributed but no action was taken.

### ***Reports***

Joyce Baker presented the Library Manager's Report. No action was taken on this item.

Ms. Baker gave an update on current projects and information:

- She drew attention to the noticeable increase in computer usage. Usage went up by 37% for the period May 1, 2012 – November 30, 2012 (over same period one year ago). This should go up even higher once we get more of the laptops out for regular use.
- The State Library approved our grant application to replace the library flooring. This is a matching grant, so the state will contribute \$12,500 and the city will contribute \$12,500. Money must be spent by May 31, 2014.
- The County Library District is now lending e-books. The service began on December 4. This was funded by a state grant. We have over 1,000 e-books in the collection already. Many patrons have enthusiastically started using this service.

## ***Business***

### **Resignation/Opening on Library Advisory Board Discussion**

Joyce introduced guest, Ralph Swain. He is one of the two residents who were interviewed for the opening on the Advisory Board. The City Council will take action on the opening at the February 11 meeting. No action was taken.

### **Lovie Hall Memorial Donation Discussion**

A member of the community (Mary Lou Smith) wants to donate about \$1,000 to the library for something the library could use in memory of Lovie Hall. She has agreed to purchase a playhouse/puppet stage for the children's room. The board was updated on the status of this program. Board members were encouraged to share this project with other people who might have known Lovie in case others want to contribute to it. Joyce gave out Mary Lou's phone number to board members in case they wanted to donate to the project. No action was taken.

### **Holds Statistics and Policy Discussion**

The board discussed the possibility of changing Coolidge's hold policy for In-County book sharing. Books are currently available to other county library patrons once they are six months old. The board looked at statistics of how many people are placing holds on books. Based on the fact that Coolidge patrons would continue to get first chance at the books owned by Coolidge, the board would like to take action to reduce the hold time from six months to three months. The board discussed ideas for encouraging our own patrons to place holds on books. Jen suggested we purchase a digital message board to be hung at the circulation desk. We could promote our own programs and also remind people that they can place holds on books. Since there was not a quorum at this meeting, no action was taken. It will be placed on the next agenda for action.

### **Expansion of Computer Section Discussion**

The board was updated on the computer section expansion. The area where DVDs and audio books are currently located will be turned into an open classroom. The County has agreed to purchase the tables for the room as well as new shelving for the DVDs and Audio Books. The equipment has been ordered and we hope to receive it before the end of this fiscal year. This will allow the library to hold small computer classes. The computers will be available to the general public when classes are not being held. Since the county is purchasing the equipment, no action is needed by the board.

### **Update Volunteer Application Discussion**

The library has a Volunteer Application Form that was last updated in 2000. For some reason the old form was adopted and approved by the Advisory Board. The library has updated the form and would like to remove the statement that the form was adopted by the Advisory Board. The Board is comfortable with doing this, but since there was not a quorum at this meeting, no action was taken. It will be placed on the next agenda for action.

### **Proposed Changes to Fee Schedule Discussion**

Joyce showed the board members the existing fee schedule. Several of the items listed on this schedule are inaccurate or outdated. Joyce distributed proposed changes to the fee schedule. The major proposed change is to the fees charged for fax services. The library and City Hall are the only businesses in town that provide this service. Most people who need the service are hesitant to pay the fees we charge. Joyce proposed lowering the fees to make this vital service to the community more affordable. These changes will have to be adopted by City Council after referral from the Advisory Board. Since there was not a quorum at this meeting, no action was taken. It will be placed on the next agenda for action.

### **Call to Board**

No discussion

### ***Call to the Public***

Ralph Swain suggested we consider offering a “Spooky” themed story time titling it “IScream” and serving ice cream. This suggestion will be passed on to the program director.

Next Meeting Date: March 21, 2013, 6:00 p.m.

### ***Adjournment***

Meeting adjourned at 7:25 p.m.