

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
**January 15th, 2014**

***Call to Order***

Meeting was called to order by Lori at 6:05 PM

ATTENDED:

Kevin Todd  
Ralph Swain  
Lori Lundberg  
Brenda Mitchell  
Jennifer Romweber

ABSENT:

Olan Williams  
Andrea Hille-Andrews

STAFF:

Joyce Baker

***Approval of Minutes***

Minutes were distributed. Brenda moved that minutes be approved. Ralph seconded it. Motion carried.

***Reports***

Joyce Baker presented the Library Manager's Report.

***Business***

**Election of officers**

It was proposed by Kevin: Lori serve as chair, Brenda serve as vice chair and Kevin serve as secretary. Jennifer seconded the motion and the motion carried.

**Update on status of Social Media**

In September 2013, the board approved two policies related to social media. The policies have been processed through the city's lawyer. On Monday January 13, 2014, the policies were adopted by the council unanimously. Staff is working on launching the Library's message through social media.

**Discussion of small equipment purchases for 2013-2014**

Joyce explained the county has purchased the following equipment for the library:

- Drawers for DVDs

- Chairs that are easier to clean
- Replace two of the staff members' desks
- Flat screen TV for the purpose of advertising above the circulation desk

### **Discussion of questions to be asked on a survey**

In the November 2013 meeting, conducting a survey was discussed. Joyce prepared a simple one-sheet questionnaire for the survey as a possibility. Discussion with action to proceed will continue in March 2014.

### **Review of current library policies**

The board has decided to review all of the policies the library abides by. Joyce has been compiling the policies for our review. This meeting's attention was focused to the Collection Development section of policies. Few grammatical corrections as well as changes to reflect current times were suggested. Further review of library policies has been tabled for the next several meetings. No action was taken.

### **Discussion of better methods of reporting statistics**

This agenda item was tabled for discussion at a later date.

### ***Call to Board***

No discussion

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

No members of the public were present.

Next Meeting Date: March 19, 2014, 6:00 PM

### ***Adjournment***

Jen moved the meeting be adjourned. Brenda seconded motion. Meeting adjourned at 7:35 PM.