

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
November 20th, 2013

Call to Order

Meeting was called to order by Lori at 6:04 PM

ATTENDED: Kevin Todd
Ralph Swain
Lori Lundberg
Ana Morrow
Jennifer Romweber

ABSENT: Olan Williams
Brenda Mitchell

STAFF: Joyce Baker

Approval of Minutes

Minutes were distributed. Jen moved that minutes be approved, Kevin seconded it. Motion carried.

Reports

Joyce Baker presented the Library Manager's Report.

Business

Update on Food for Fines Forgiveness Program

For the month of November patrons have the opportunity to donate non-perishable items to take care of their fines. The library is not able to track exactly how many fines have been forgiven with the non-perishable items. However, several large buckets have been donated to local food banks. People have also donated just to donate.

Update on status of Social Media Policy

In September 2013 the board approved two policies related to social media. The policies have been sent to and are waiting on the approval of the city's lawyer. After which point they will be sent to the city council for approval.

Update on changes to DVD circulation and hold procedures

The practice of lending multimedia products for one week and allowing inter-library loans has been going well. Joyce noticed a small spike in circulation of these products.

Discussion of small equipment purchases for 2013-2014

For the upcoming fiscal year the library will ask the county to purchase various items:

- Drawers for DVDs
- Chairs that are easier to clean
- Replace one of the staff member's desks
- Flat screen TV for the purpose of advertising above the circulation desk

Discussion of changes to community notice board

Staff has been monitoring the community notice board on a more regular basis. The advisory board members have noticed the change and felt as though no further action needs to be taken.

Discussion of possibly conducting a survey

Trying to understand the needs of the Coolidge community as well as the current patrons of the library should be important for the board. For this reason this item was added to the agenda. Joyce made the board aware that the Pinal County Library District has an account with Survey Monkey that Coolidge Public Library may use for the purpose of conducting surveys. Paper surveys may also be used. Several methods and times of conducting surveys were discussed. Several potential survey questions were handed out to the board members. Further discussion was tabled for the January meeting.

Discussion of standardizing the meeting agendas across the year

It was brought up that maybe the board should consider a standard yearly calendar for placing certain items on the agenda. For example in January elections should take place, In March and May the board should address potential concerns with the summer reading program. At some point during the year a thorough review of the Library's practices and policies should be reviewed and addressed by the board. Further discussion was tabled for subsequent meetings. No action was made.

Call to Board

No discussion

Call to the Public

No members of the public were present.

Next Meeting Date: January 15, 2014, 6:00 PM

Adjournment

Jen moved the meeting be adjourned. Kevin seconded motion. Meeting adjourned at 7:25 PM.