

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
September 18th, 2013

Call to Order

Meeting was called to order by Brenda Mitchell at 6:05 p.m.

ATTENDED: Brenda Mitchell
Kevin Todd
Olan Williams
Ralph Swain

ABSENT: Anna Lori Lundberg
Ana Morrow
Jennifer Romweber

STAFF: Joyce Baker

Approval of Minutes

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

Reports

Joyce Baker presented the Library Manager's Report.

Business

Update on Food for Fines Forgiveness Program

Food for Fines program has been accepted by the City Council and will occur as such (1) twice a year, (2) coinciding with the times of year that Casa Grande Public Library offers a similar program (November and April), and (3) that each non-perishable food item will be rewarded one dollar in fine forgiveness. Items received will be provided to House of Hope locally in Coolidge where food will be distributed.

Explore Ways to Market the Library in Today's Society (Discussion)

The Advisory Board discussed the possibility of designing a logo for the library at the July 2013 meeting. After reviewing this possibility, it has been advised by staff not to pursue this further. Joyce researched other libraries in the Pinal County area and determined that all of them use their City logo, thereby keeping all City branding consistent.

Review Proposed Social Media Policy (Discussion and Action)

The Advisory Board has been discussing ways for the library to use social media in the last two meetings. The first step in engaging with social media is to adopt a Social Media Policy. Joyce put together a packet of social media policies for evaluation. One policy directs how the staff will use social media. The other provides guidelines for user-submitted content to the library's social media sites. The board reviewed both policies. Kevin moved to accept the policies and submit them to the city lawyer, Ralph seconded the motion. The motion carried unanimously. After the policies have been reviewed and accepted by the city lawyer, they will be sent to the city council for approval.

Re-evaluate current library circulation and hold procedures-particularly on DVDs (Discussion and Action)

In the July 2013 meeting, the board raised concerns about the circulation rules of materials during the Call to Board. Since then, Joyce confirmed the lending guidelines of the other libraries in the county. She created a worksheet detailing

- the lending period of various items
- the number of items allowed to be checked out at one time
- whether or not the other libraries share and allow holds to be placed on various items
- maximum number of fines before restricting borrowing privileges
- fees associated with late return of various items
- lost card replacement fees

Discussion focused around the lending period of DVD's, the number of DVDs allowed to borrow, and whether or not patrons could place holds on the DVDs. It was proposed the DVD lending period be extended to one week, which would make Coolidge Library the tenth of twelve libraries in the county lending DVDs for seven days.

The board felt was no need to change the number of DVDs allowed for checkout at one time.

In order for a patron to place a hold on any given item, it must be available for patrons of other libraries in the county to borrow as well. Currently the Coolidge Library does not share their DVDs with the other libraries of the county. Only two of the twelve libraries do not share DVDs.

It was proposed the Coolidge Library begin sharing their DVDs with the other libraries in the county. It was also proposed the new DVDs only be available for loan to other libraries after a period of 3 months from their initial arrival to Coolidge Library.

Kevin moved to make the proposed changes, Ralph seconded and the motion carried unanimously.

Determine role to play with Great Southwest Radio Theatre Project's upcoming performance at Coolidge Performing Arts Center October 26th (Discussion)

The Coolidge Library has agreed to provide an information table at the performance. Display items could include: books with similar genres of the performance, one of the new iPads. Handouts could include: themed bookmarks, library event calendars, and newsletter. Joyce understood these recommendations and will make every effort to provide these and other items she deems appropriate for promoting the library activities. Board members that are available, are encouraged to attend.

2014 Library Advisory Board Schedule (Discussion and Action)

It was proposed the board meet every third Wednesday of the odd months in 2014 at 6:00 p.m. Olan moved to accept this proposal, Brenda seconded and the motion carried with a unanimous vote in favor. Meetings will be held:

Jan 15, 2014, 6:00 p.m.
Mar 19, 2014, 6:00 p.m.
May 21, 2014, 6:00 p.m.
Jul 16, 2014, 6:00 p.m.
Sep 17, 2014, 6:00 p.m.
Nov 19, 2014, 6:00 p.m.

Review Library Advisory Board terms and schedule for filling incoming positions (Discussion)

Ana Morrow, Ralph Swain, Kevin Todd and Olan Williams will complete their terms on the board this coming January. Applications for the available positions will be available 25 September 2013, with a due date of 25 October 2013. That will allow interviews to be completed by 25 November 2013 with possible confirmation by the City Council 9 December 2013.

Call to Board

Ralph brought up concerns about the bulletin board available to the public at the library. He felt that the board was massively confusing. Ralph handed out a suggested form that may assist with organizing the information. This item will be placed on the next board meeting agenda.

Call to the Public

No members of the public were present.

Next Meeting Date: November 20, 2013, 6:00 p.m.

Adjournment

Kevin moved the meeting be adjourned. Olan seconded motion. Motion carried. Meeting adjourned at 7:15 p.m.