

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
September 17, 2014

***Call to Order***

Lori called the meeting to order at 6:03 p.m.

ATTENDED:

Andrea Hille-Andrews  
Lori Lundberg  
Brenda Mitchell  
Jennifer Romweber  
Ralph Swain  
Olan Williams

ABSENT: Kevin Todd

STAFF: Joyce Baker

***Approval of Minutes***

Minutes were distributed. Jen moved that minutes be approved. Brenda seconded it.

***Reports***

Joyce Baker presented the Library Manager's Report.

***Business***

**Update on Summer Reading Program Plans (Discussion)**

Joyce reported SRP highlights which included Lego Club, Tween Titans, and guest presenters. Participation was excellent this summer. Joyce reviewed how the library spent the \$2,000 Friends of the Library donation. The funds paid for all of the presenters, supplies and snacks for programs, and reading prizes. The library could not offer such a quality summer program without the Friends' support.

**Update on Flooring Replacement (Discussion)**

Board members are pleased with the new library appearance. There are still a few flooring touchups to be done, but the library is happy with the new look. Patrons state that the library looks larger with the new flooring. The library, in partnership with the Chamber of Commerce, is hosting an After Hours Reception on October 2 from 5:30-7:30 p.m. It is open to community leaders, residents, businesses, and dignitaries. All board members are encouraged to attend.

### **Review Survey Distributed June 2-20 (Discussion)**

The board evaluated the survey results. Discussion centered on four questions:

- *Mark all areas in which you would like to see technology improved* – tablets or other devices received the most responses (43) and training for using online resources received nearly as many responses (40). The library needs to consider purchasing more tablets for in-library use. They would also have to develop a security policy for the devices.
- *Check the services you and/or your family currently use in the library* – borrowing books (104) and borrowing DVDs (89) were the two most popular responses.
- *Mark all areas in which you would like to see an improvement in library materials* – DVDs received the most responses. The library needs to continue investing in the DVD collection since this is such a significant percentage of circulations.
- Interesting contrast: even though 45% of the respondents stated that weekday mornings are their favorite time to visit the library, when asked when they would like the library to offer programming, Saturday morning was the most popular response. However, Saturday morning is not traditionally a busy time in the library. Saturday programs also create a staffing challenge. The library is experimenting with offering Saturday morning programs. We will evaluate participation to see if this is truly a good time for programs.

### **Discuss Proposed Computer and Internet Use Policy Changes (Discussion and Action)**

The board reviewed the final wording on the Computer and Internet Use Policy. Brenda moved to accept the new wording. Andrea seconded the motion, motion approved.

### **Review Adopted Library Budget for Fiscal Year 2014-2015 and Discuss County Budget Cuts (Discussion)**

The board reviewed the library budget adopted by City Council for the 2014-2015 fiscal year as well as details of the reduction in funds from the County Library District. Joyce explained the ramifications of losing this county funding. She will apply for a grant to cover the cost of the reduced small equipment budget. She got a scholarship from the State Library to pay for some of the lost continuing education funds. However, she cannot reduce part-time staff hours because the library cannot offer the current level of programming unless Dani is here to help. She will monitor staffing to keep within the reduced budget. The biggest loss is to the book budget. The county normally purchases all of the non-fiction books, Spanish collection, and young adult collection. We cannot simply cut those purchases in ½, as these are some of the most popular collections. We will have to reduce all collections to offset this loss unless the city offers one-time assistance.

### **Explore 3D Printer Options (Discussion)**

Kevin asked the board to discuss finding funding for a 3D printer. The board was extremely enthusiastic about having a 3D printer for the library but recognizes that there is not space for one. The board asked if Ann from the county could come back to do another printer demonstration as this was an extremely informative workshop. The board will revisit fundraising for a 3D printer if the library is able to enclose the patio.

### **Evaluate New Statistical Reports and Consider What Information Is Most Meaningful (Discussion)**

The board appreciates the pie charts on the Program Attendance and Circulation statistics. Joyce will continue to report this information to them. They would also like to see a pie chart comparing the Patron Count by year. Joyce will attempt to provide this information for the next meeting. The board did not feel they needed any additional statistics beyond three reports.

### **Establish 2015 Library Advisory Board Meeting Dates (Discussion and Action)**

The board will continue to meet every other month on the third Wednesday at 6 p.m. for 2015. However, since the library is so busy and board members are often out of town, they will not meet in July. Therefore, the 2015 meeting dates will be January 21, March 18, May 20, September 16, and November 18. Jen made a motion to accept these dates. Ralph seconded the motion. Motion carried.

### **Review Library Advisory Board Terms and Schedule for Filling Incoming Positions (Discussion)**

Lori, Brenda, and Jen's terms expire January 2015. Joyce will seek direction from Jill on whether they need to complete a new application if they want to stay on the board. All three will notify Joyce soon if they do not plan to reapply. The City Council will need to approve the board members at the December 8 meeting if they are to take office January 1. December 8 will be the first meeting of the new City Council.

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

Ralph handed out flyers for upcoming Artisan Village events. He also told the board that the Great Southwest Radio is going to do a benefit program for the Friends of the Library in March. They will donate the profits for this program to the Friends.

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

No members of the public were present.

Next Meeting Date: November 19, 2014, 6:00 p.m.

### ***Adjournment***

Jen moved the meeting be adjourned. Ralph seconded motion. Meeting adjourned at 7:24 p.m.