

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
September 16, 2015

***Call to Order***

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

**ATTENDED:**

Andrea Hille-Andrews  
Brenda Mitchell  
Larry Gallaher  
Ralph Swain  
Rod Gipson

**ABSENT:** Kevin Todd  
Olan Williams

**STAFF:** Joyce Baker

***Approval of Minutes***

Minutes were distributed. Larry moved that minutes be approved, Andrea seconded it. Motion carried.

***Reports***

Joyce Baker presented the Library Director's Report.

***Business***

**Review Summer Reading Program Outcomes**

Joyce reviewed the Summer Reading Program statistics and explained how successful the Back-to-School Supplies Program went as well as the new reward system for completing the reading program. Parent feedback was very positive.

**Update on Patio Enclosure Plans**

Board members reviewed the newest patio enclosure floor plans and got an update for construction timing.

**Update on Status of Policy Manual**

Joyce reported that the City Council approved the last of the policy changes on September 14. The new manual will be posted on the website once Joyce returns from her conference in October.

### **Review 2014-2015 Library Budget**

Joyce handed out copies of the 2014-2015 library budget. Rod asked for clarification of the changes between last year's budget and the new budget. He specifically wanted to know what materials are purchased with line item 215 "Book Purchase" and Joyce clarified that this item reflects the entire physical collection – books, audio books, DVDs, and periodicals but not electronic items. The County purchases all of the downloadable items.

### **Review Upcoming Library Programs**

The board reviewed the balance of the September calendar, the October calendar and events scheduled for early November. They were especially pleased to hear about the collaborative story time scheduled on October 14 that the library is doing with Shona Brinkerhoff and several teens from Coolidge High School. They were also happy to hear that the book discussion the library is hosting for Ralph's book will be the first program promoting this valuable book about Coolidge's history.

### **Discuss Teacher Patron Code**

Joyce explained how the library offers special STEM kits to teachers that they can use in their classroom for educational purposes. She also showed the board members the new educational Launchpads that the library got through a grant. She asked the board for feedback on other possible "perks" that the library could give to teachers to help them in their classrooms. Brenda suggested we offer the teachers an extended circulation time – four weeks instead of two weeks, and offer them an opportunity to check out more than 20 items at a time.

### **Review Library Advisory Board Goals**

The Advisory Board set three main goals in January – complete the policy updates, explore ways to strengthen the Friends group, and encourage more teen programs. Since the policies are complete, the board decided to review where they were with the other two goals.

Joyce reported that the Friends now have their 501c3 status and also recently received a sizeable private donation. Rod will ask Sue Bacon (Friends President) if she would like to meet with Joyce and him to explore whether there are other ways the Advisory Board could support them. Joyce reminded the Board about the Friends Book Sale set-up on November 18-19 and stressed how much the Friends could use help, particularly on the 18<sup>th</sup>.

Joyce also explained about the progress staff has made in partnering with Shona Brinkerhoff (Family & Community Engagement Specialist), Nighly Gillespie (Business/Marketing Teacher), and Cheryl Cardinal (Gifted Program Coordinator) – all teachers at Coolidge. The staff hopes to recruit some high school students through these partnerships to help lead a Friday morning program with Coolidge students who

don't have school on Fridays. We will know better after the programs on October 14 and 15 whether there is interest from the students to develop an ongoing program.

### **Establish 2016 Library Advisory Board Meeting Dates**

After reviewing the 2016 calendar, the board decided to meet on the third Thursday of every other month in 2016, beginning with January. The board has not met in July during the last two years but the board decided to go ahead and schedule a meeting next year in July. Ralph made a motion and Brenda seconded the motion that the board would meet on January 21, March 17, May 19, July 21, September 15, and November 17. Motion carried.

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

Joyce reminded the board of who has terms expiring at the end of 2015 – Andrea, Ralph, Kevin, and Olan. Both Andrea and Ralph would like to remain on the board for another term. Joyce will contact Kevin and Olan to find out whether they are also interested in renewing for another term. All board members who want to renew will need to complete an updated board application. If there are any board openings, Joyce will advertise the opening and then the City Council boards and commissions representatives will interview all applicants. The members selected to fill the four positions will be placed on the December 14 City Council agenda for confirmation. All new positions will begin January 2016.

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

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

No members of the public were present.

Next Meeting Date: November 18, 2015, 6:00 PM

### ***Adjournment***

Ralph motioned to adjourn the meeting, Larry seconded the motion. Meeting adjourned at 8:12 p.m.