

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
September 15, 2016

Call to Order

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

ATTENDED: Andrea Hille-Andrews
Larry Gallaher
Rod Gipson
Brenda Mitchell
Ralph Swain
Olan Williams

ABSENT: Kevin Todd

STAFF: Joyce Baker

Approval of Minutes

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

Reports

Joyce Baker presented the Library Director's Report.

Business

Update on the Library Expansion Status (Discussion)

Advisory board toured the interior construction zone. Joyce gave the board the tentative construction schedule.

Discussion of Status of Library Staffing (Discussion)

Joyce updated the board on the status of Aubrey's replacement. Lanita Hidalgo is moving to Arizona from Texas and will begin work on October 3.

Discuss Status of Grant Applications (Discussion)

Joyce informed the board that the Gila River Indian Community approved the library's grant application for \$54,350. The funds will be used to furnish the new programming room. The library is also applying for another Arizona State Library, Archives and Public Records State Grants-in-Aid grant to pay for the small patio that was cut from the expansion project and to pay for ten security cameras for both inside and outside the library. If approved, this grant is a 50% match that was not budgeted in the 2016-2017 City Budget. Therefore, the matching funds will come from General Government Impact Fees

and the Miscellaneous General Fund. This application will go before City Council September 26 and is due to the State Library by September 30.

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

Rod Gipson, Larry, Gallaher, and Brenda Mitchell's terms are all due to expire on December 31, 2016. All three expressed an interest in continuing on the board. Joyce checked with City Council members, Jacque Hendrie-Henry and Rob Hudelson who interview advisory board members. Since all three members are interested in continuing, both City Council members were comfortable with allowing them to remain on the Advisory Board without advertising for potential new candidates. Joyce will submit their names to the full City Council for approval in November. The Advisory Board will be ready to elect new officers at the January 2017 meeting.

Review Summer Reading Program Outcomes (Discussion)

Advisory Board reviewed the attendance, participation, and completion rate of the Summer Reading Program. Registration, minutes read, and completion rate all ran 20% higher this year than it did in 2015. Part of this was due to a higher participation from adults and a more efficient measurement system of counting minutes. However, that does not account for all of the increase. There simply was a higher participation and completion rate this year.

Establish 2017 Library Advisory Board Meeting Dates (Discussion and Action)

Larry made a motion and Ralph seconded the motion to continue meeting the third Thursday of every other month beginning in January 2017. The meeting dates will be January 19, March 16, May 18, July 20, September 21, and November 16. Motion carried.

Consider Potential Study Room Policies (Discussion and Action)

Board continued to review policies as well as practices of area libraries that have small study rooms. It was determined that many area libraries do not have firm policies in place but rather allow people to simply sign up for the rooms on a first-come, first-served basis. Most allow people to use the room for one-hour at a time and extend it for longer if no one else has requested the space. After reviewing the policies and practices other libraries use, Brenda made a motion to table this issue and continue to revisit it. Olan suggested that the staff might need to wait until the room is completed to see how the public needs to use the room before we determine what policy to establish. Andrea seconded the motion. Motion carried. Item will be placed on the next meeting agenda to consider possible best practices for staff to use to test out the needs of the community.

Discussion of any Proposed Service Changes (Discussion)

The library board agreed to keep this item as a regular business item on future agendas. No suggestions were given at this time.

Call to Board

Call to the Public

No members of the public were present.

Next Meeting Date: November 17, 2016, 6:00 p.m.

Adjournment

Larry moved the meeting be adjourned at 7:18 p.m. Brenda seconded the motion. Meeting was adjourned.