

Action Minutes Library Advisory Board Meeting

March 21, 2013

Call to Order

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

ATTENDED: Anna Lori Lundberg
Brenda Mitchell
Ana Morrow
Kevin Todd
Olan Williams

ABSENT: Jennifer Romweber
Ralph Swain

STAFF: Joyce Baker
Jill Dusenberry

Approval of Minutes

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

Reports

Joyce Baker presented the Library Manager's Report. Brenda moved to accept the Library Manager's Report, Lori seconded it. Motion carried.

Business

Introduce New Advisory Board Members Discussion

Joyce introduced the new advisory board member, Kevin Todd. Kevin told the board a little about himself. Joyce also told the board about Ralph Swain, the other new member who was not able to be present at this meeting. He plans to be at the next meeting.

Election of Officers

Ana moved to accept the following officer positions:

Chair: Lori Lundberg
Vice Chair: Brenda Mitchell
Secretary: Kevin Todd

Brenda seconded the motion. Motion carried. Lori then took over as chair for the balance of the meeting.

Review City Code – Boards and Commissions

Jill Dusenberry explained that all advisory boards are subject to the City Code Chapter 4 Board and Commissions. Copies of the code were given to all members. Jill reviewed Section 4-1-4, pointing out that all positions should be filled on a calendar year basis. Therefore we will move all board positions that are up for renewal in 2014 to this year's November meeting so that board positions will be filled prior to January 1, 2014. She also reviewed Section 4-1-5, explaining when a person could be removed from office. No action was taken; this was for information purposes only.

Lovie Hall Memorial Donation Discussion

A member of the community (Mary Lou Smith) donated \$1,160 to the Friends of the Library in memory of Lovie Hall. The library has ordered a playhouse/puppet stage for the children's room. It will be delivered on Monday, March 25. No action taken.

Holds Statistics and Policy

The board discussed changing Coolidge's hold policy for In-County book sharing. Books are currently available to other county library patrons once they are six months old. The board looked at statistics of how many people are placing holds on books. Based on the fact that Coolidge patrons would continue to get first chance at the books owned by Coolidge, the board would like to reduce the hold time from six months to three months. The board discussed ideas for encouraging our own patrons to place holds on books. Joyce is exploring a digital picture frame that could be put up at the circulation desk to remind people that we can place holds on books for them as well as other upcoming events. We will also add this reminder to the newspaper articles. Joyce will explore the possibility of creating a list of upcoming new releases that we could display in the library. Olan moved to change the hold restriction from 6 months to 3 months. Kevin seconded it. Motion carried. Joyce will notify the County to make the change in the computer system.

Expansion of Computer Section Discussion

The board was updated on the computer section expansion. The area where DVDs and audio books are currently located will be turned into an open classroom. The County has agreed to purchase the tables for the room as well as new shelving for the DVDs and Audio Books. The equipment has been ordered and will be installed next Monday, March 25. This will allow the library to hold small computer classes. The computers will be available to the general public when classes are not being held.

Update Volunteer Application

The library has a Volunteer Application Form that was last updated in 2000. For some reason the old form was adopted and approved by the Advisory Board. The library has updated the form and would like to remove the statement that the form was adopted by the Advisory Board. Brenda moved to approve the new volunteer form and remove the requirement that the board approve future changes to this form. Olan seconded the motion. Motion carried.

Proposed Changes to Fee Schedule

Joyce showed the board members the existing fee schedule. Several of the items listed on this schedule are inaccurate or outdated. Joyce distributed proposed changes to the fee schedule. The major proposed change is to the fees charged for fax services. The library and City Hall are the only businesses in town that provide this service. Most people who need the service are hesitant to pay the fees we charge. Joyce proposed lowering the fees to make this vital service to the community more affordable. These changes will have to be adopted by City Council after referral from the Advisory Board. Olan moved to accept the new proposed fee schedule. Kevin seconded the proposal. Motion carried. The new proposed fee schedule will be presented to City Council for approval.

Proposed Date Change for May Meeting

Joyce has a scheduling conflict for the next Advisory Board meeting. The normal date would have been May 16. Brenda moved that we re-schedule the May meeting to Wednesday, May 15 at 6 p.m. Olan seconded the motion. Motion carried. We will add an agenda item to the May meeting to select meeting dates for the balance of 2013.

Call to Board

Kevin suggested we consider offering a “food for fines” program for patrons this fall. Patrons could receive a \$1 credit for each can of food donated to the library. Other neighboring libraries offer this program. This will be added to the May agenda for action. Kevin also asked about the possibility of the library creating a presence on Facebook and Twitter. This will be added to the May agenda for discussion and possible action. Kevin asked how patrons can sign up to receive the monthly newsletter. Joyce had already made arrangements with the City’s web master to add a sign-up link to the City Library Web Page. The link should be added within a week.

Call to the Public

No members of the public were present.

Next Meeting Date: May 15, 2013, 6:00 p.m.

Adjournment

Kevin moved that meeting be adjourned. Brenda seconded motion. Motion carried. Meeting adjourned at 7:10 p.m.