

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
January 16, 2020

***Call to Order***

Meeting was called to order by Joyce Baker at 6:10 p.m.

ATTENDED: Janell Alewyn  
Monte Allen  
Andrea Brannon  
Linda Heath  
Brenda Mitchell  
Kevin Todd

ABSENT: Andrea Hille-Andrews

STAFF: Joyce Baker

PUBLIC: Aalyanna Soto-Jordan

***Approval of Minutes***

Minutes were distributed. Monte made a motion to approve the minutes. Linda seconded it.

***Joyce Baker presented the Library Manager's Report***

Joyce reviewed the changes to the Polar Express Story Time due to weather. She commented that the Escape Rooms are especially popular with teens. While the library plans to have more Escape Rooms, they have something else planned for teen for the Summer Learning Program. She mentioned that the library collaborated with Pinal Hispanic Council to offer a Dinner and Discussion about prescription medications and substance abuse in Spanish. The two organizations are discussing other possible programs that might interest the Spanish-speaking population. They will explore offering something maybe every two months. FRANK Talks continue to be popular. There are several more scheduled in 2020. The Friends Annual Book Sale was the largest in years. Much of those sales were due to offering credit card transactions. The library will apply for a grant to cover the cost of a high-school aged summer intern. The grant pays \$3,500 towards the intern's salary and pays for all travel expenses to Chicago and Washington DC. The library has a new on-line calendar program and a new App. She gave the board details about both services.

***Business***

1. *Election of officers:* Monte made a motion and Brenda seconded the motion to nominate Andrea Hille-Andrews for President, Linda Heath for Vice President, and Andrea Brannon for Secretary. Motion passed and Linda took over as presider for the rest of the meeting.
2. *Review of 2019 statistics and discussion of whether to continue this review:* After reviewing all of the calendar year statistics that Joyce has provided for the last several years, the board agreed that they would like to continue receiving the following reports but base them on the fiscal year rather than the calendar year:
  - a. How Patrons Use Library Services

- b. Circulation of all materials
- c. Patron Door Count

Board requested that this data be presented on the TV rather on paper. Joyce will provide these reports at the September meetings with the data running from July 1 – June 30.

3. Goals for 2020 – Joyce presented four goals that the library is pursuing for 2020:
  - a. Finish the Story Walk
  - b. Create a collection of backpacks with hiking resources inside that will be available for circulation
  - c. Submit an LSTA grant for accessibility resources for the visually impaired – Due March
  - d. Submit a PLA application for a paid student internship – Due February

The board suggested an additional goal to pursue more avenues for increasing teen participation at the library. Aalyanna suggested the library purchase comfortable seating.

4. *Status of change in DVD late fee structure:* Joyce updated the board on the status of the proposed change to the DVD late fees. This proposal will go before the City Council for approval at the February 24 meeting. The staff have started mailing out late fee notices to patrons who were charged fees more than seven years ago. They are mailing out 20 notices/week and will continue doing that for 6 weeks. This will cost the library about \$60 plus labor. The staff will report back the results of sending out these notices once the test period has ended. Then the board will determine how to move forward with these old fees.
5. *Possible request for reconsideration of materials:* There was a possibility of a person objecting to a book in the library collection. The patron did not return the Request for Reconsideration form so no action was taken.
6. *Consider changing date for March meeting:* Joyce is going to be out of town from February 28 – March 17. The next meeting was scheduled for March 19. Since there would not be an opportunity to send out reports to the board before the March 19 meeting, the board voted to reschedule the March meeting to March 26. Kevin made the motion to change the date. Monte seconded the motion. Joyce will notify City Hall of the change.
7. *Consider changes to food and drink policy:* The current food and drink policy states no food or drink is allowed in the library. However, the library partners with United Way to provide free water to people who request it. Also, the library serves food at many programs. It is probably time to address this policy in a way that acknowledges covered drink containers and library programs while still protecting books and computers. This conversation was initiated at the meeting and then tabled to allow Joyce to get samples of food and drink policies from other libraries. Monte made the motion to table the conversation and Brenda seconded the motion. This will be re-introduced at the March meeting.
8. *Discussion of any proposed service changes:* Monte asked whether the library has any plans to offer a 3D printing program as he thought this might be a topic that would interest teens. Joyce said staff is working on bringing someone from the State Library down during the Summer Learning Program. Patrons can also make their own item on a 3D printer at the Explore and Create program that meets on the first Friday of every month.

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

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

Aalyanna expressed interest in the internship opportunity. She will reach out to Danielle.

**Next Meeting Date: March 26, 2020, at 6:00 pm.**

## *Adjournment*

Monte moved to adjourn at 7:10 p.m. Brenda seconded the motion. Meeting was adjourned.