

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
January 22, 2021

***Call to Order***

Meeting was called to order by Joyce Baker at 6:02 p.m.

ATTENDED IN PERSON: Monte Allen  
Linda Heath  
Brenda Mitchell  
Kevin Todd

ATTENDED ON ZOOM: Janell Alewyn

ABSENT: Andrea Hille-Andrews

STAFF: Joyce Baker

PUBLIC: None

***Approval of Minutes***

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

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

Joyce highlighted several programs that the library offered during November and December.

- A. Two special Story Times were offered in December, an in-person Drive-In Story Time and a Stuffed Animal Story Time.
- B. FRANK Talks and AZ Speaks programs are scheduled every month during the winter. They are offered in partnership with AZ Humanities on Zoom.
- C. Dani's program Miss Dani & Friends continues to be popular. Readers have included Mayor Jon Thompson, City Manager Rick Miller, Councilmember Ben Navarro, Friends of the Library President Sue Bacon, Chamber of Commerce Executive Director Lynn Parsons, and retiring Library Clerk Greta Williams. Community leaders and Advisory Board Members are encouraged to schedule a time to record a story. It only takes about 30 minutes.
- D. Library staff wants to thank the City Hall and City Council for helping to honor Greta Williams for her 20 years of service at a Drive-Thru Retirement Celebration. 237 people attended in person or through livestream. Another 300 watched the party online.

***Business***

1. *Election of officers:* Kevin Todd made a motion to elect Andrea Hille-Andrews as President. Kevin will remain Vice President. Brenda Mitchell will become Secretary. Linda seconded the motion. Motion passed unanimously.
2. *Establish 2021 Advisory Board meeting dates:* It was determined that the third Thursday was not going to work in 2021 due to scheduling conflicts. Therefore Brenda made a motion for 2021 meetings to be held on the third Tuesdays of March, May, July, September, and November. That means the meetings will be March 16, May 18, July 20, September 21, and November 16. Monte seconded the motion. Motion passed.

3. *Goals for 2021:* Joyce reviewed the 2020 goals. Since some goals were not completed due to COVID restrictions, the board decided to carry over two of the goals from 2020 and add one new goal. Kevin made a motion to set the following goals. Linda seconded the motion:
  - a. Purchase backpacks and hiking resources that can be borrowed from the library. Each backpack will be unique to a different hike in the area. They will include historical information, possibly maps, hiking supplies that can be reused, and maybe an inexpensive compass or GPS. This goal is a carry-over from 2020.
  - b. Offer a register to vote program for teens. This could be in partnership with a school civics program or as simple as setting up a voter registration table outside the library. Since there aren't any prominent elections in 2021, this program would likely be offered towards the end of the year. This goal is a carry-over from 2020.
  - c. Continue to identify ways that the library can increase access to library services through things such as allowing easier access to patron computers, increasing access to Wi-Fi, reducing fines, relaxing borrowing rules, increasing circulation times, or increasing the number of items that can be borrowed.
  
4. *Consider ways to increase access to library services in 2021:* Joyce suggested two possible ways to increase access to library services:
  - a. Identify two months per year as times when patrons can replace their lost library card at no cost. Patrons are normally charged \$1 if they have to replace a lost card. Since February is *Library Lovers Month* and September is *Library Card Month*, the library would ask City Council to designate these months as an opportunity to replace a lost card at no cost. The County purchases the library cards for libraries, so the only cost is staff time. It takes less than 5 minutes to replace a card. The City would lose a small amount of income since they would only receive replacement card income 10 months out of the year. The library collected \$14 last September so the average lost income would be less than \$30/year to offer this option. The twice a year Food for Fines program has been a popular way for people to clean up old balances. This would be a comparable service for people who have been putting off paying for a replacement card.
  - b. Provide library users with a *Read your Fines Away* option. The library would create a free bookmark to library users. It would allow them to keep track of how much they have read. Patrons would receive \$1 fine forgiveness for each 15 minutes read. They would simply complete the date and amount of time read on the bookmark. Then they would bring the bookmark into the library and staff would waive the amount of fine forgiveness earned. Then they could pick up another bookmark. Staff is guessing this might reduce fines and fee income by less than \$100/month. However, this would open the door for people to borrow materials again once their balance drops to \$5 or less. It also increases literacy skills among school-aged children.

Linda made a motion that library staff propose these two library fee changes to City Council for consideration. Monte seconded the motion. The motion passed unanimously.

5. *Staff Updates:* Greta Williams retired. Marcia Miller accepted a new job. Chris Hederman returned as Library Clerk after leaving a couple years ago. She replaces Greta. Two new pages will be hired in January.
  
6. *Discussion of any proposed service changes:* No new items were discussed.

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

None

***Call to the Public***

None

**Next Meeting Date: March 16, 2021, at 6:00 pm.**

***Adjournment***

Linda moved to adjourn. Brenda seconded the motion. Meeting was adjourned at 7:15.