

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
July 21, 2016

Call to Order

Meeting was called to order by Rod at 6:09 PM

ATTENDED: Kevin Todd
Ralph Swain
Larry Gallaher
Rod Gipson
Brenda Mitchell

ABSENT: Andrea Hille-Andrews
Olan Williams

STAFF: Joyce Baker

Approval of Minutes

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

Reports

Joyce Baker presented the Library Manager's Report.

Business

Review the Library's 2016-2017 Adopted Budget (Discussion)

Joyce distributed copies of the library budget. Advisory board reviewed the minor changes. Joyce explained the need for advertising budget in the new fiscal year.

Update on Library Expansion Status (Discussion)

Joyce updated the board on the expansion schedule – contract will go to City Council on August 8, and construction should begin before September 1.

Consider Potential Study Room Policies (Discussion and Action)

The library expansion is going to include a small study room that people will be able to reserve for private meetings. Joyce distributed sample study room policies for consideration. The board asked Joyce to bring more samples to the next meeting from Casa Grande, Florence, Maricopa, and Apache Junction – recognizing that all of these libraries have more than one room so Coolidge's policies will need to be different.

A few guidelines the board suggested be included in Coolidge's policies to avoid individuals monopolizing the room were:

- A maximum number of reservations per person – possibly 4 or 5
- A maximum time limit of two hours per person
- There should be a limit on how far in advance a person can reserve the room – maybe one month
- Whatever the policies are – they need to be easy for the service desk staff to oversee

No action was taken. Discussion will continue at next meeting with possible action decided at that time. Once the board completes a recommended policy, they will submit it to the City Council for adoption.

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

Larry made a motion and Ralph seconded the motion to table this item until the September meeting. Motion carried.

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 will check with the City Council members who interview advisory board members to determine whether they want to advertise for potential new candidates or allow the existing candidates to renew without advertising.

Discussion of any Proposed Service Changes (Discussion)

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

Discussion of Status of Library Staffing (Discussion)

Joyce updated the board on the status of replacing Aubrey. First review of applicants will be August 1. Interviews will be scheduled after that.

Call to Board

Call to the Public

No members of the public were present.

Next Meeting Date: September 15, 2016, 6:00 p.m.

Adjournment

Brenda moved the meeting be adjourned at 7:38 p.m. Ralph seconded the motion. Meeting was adjourned.