

**Action Minutes**  
**Library Advisory Board Meeting**  
**160 W Central Ave, Coolidge, AZ 85128**  
**March 16, 2022**

***Call to Order***

Meeting was called to order by the President, Andrea Hille-Andrews at 6:07 p.m.

Attended in Person: Janell Alewyn  
Monte Allen  
Andrea Hille-Andrews  
Shasta McKinney  
Brenda Mitchell

Attended on Zoom: Kevin Todd

Absent: Linda Heath

Staff: Joyce Baker

Public:

***Approval of Minutes***

January minutes were distributed. Monte made a motion to approve the minutes and Janell seconded the motion. Motion passed.

***Library Manager's Report***

Joyce drew attention to three new programs: Chess Club, Manga Mania, and the Top CDE Craft Club. Monte runs the chess club, overseen by Derek. Tweens and teens requested a Manga club. Derek started the program but Dani is taking over the leadership of it beginning in March. Tisha is leading a craft program specifically tailored to the needs and interests of the Top CDE clientele.

The library still has some COVID test kits available for anyone who needs some. They have given away about 1400 kits in partnership with the Pinal County Health Department. Demand slowed as the Omicron variant diminished.

The library has two upcoming AZ Speaks Programs: Chiles and Chocolate on March 22 and Specters of the Past about ghost towns on April 7.

***Business***

*Review officers*

Brenda Mitchell was not in attendance at the previous meeting until after officers had been elected. She is not interested in serving as secretary. Joyce asked for another volunteer to serve but no one is willing to hold the position. Therefore the position will remain open until someone else is willing to prepare the minutes. Joyce will record the minutes in the meantime.

*Staff updates*

Dani returned February 1. The library hired a new part-time page, Brittany Dawson. The library is fully staffed now.

*Discuss the outcome of the city council action item presented on 2/28/22*

Joyce briefly reviewed the presentation given to the city council. They have requested a study session to consider in-depth the data behind the request to remove late fees on children's materials. The study session is scheduled at 6 p.m. on April 25. Advisory board members are encouraged to attend.

*Discuss questions submitted by city council members regarding increasing access to library services for children*

Three city council members submitted questions and suggestions after the February 28 meeting. The advisory board discussed all of them:

Questions from City Council Members

How many people have balances more than 5 years old?

How many people have balances more than 10 years old?

What is the average owed on past due accounts?

Is there a way to track children's books so no late fees are attached to those items?

Do you have the ability to purge the dataset of people who have passed away or moved away?

If fines were wiped from the rolls can that person be earmarked so if they show up years later they are denied access?

Why does the advisory board feel this is the right thing to do with taxpayers' money?

How is this teaching our citizens and their children responsibilities?

Do you have a form letter for late fees that you send out?

Please share neighboring library's late fee policies, specifically from cities and towns with similar population. Do any of them have special policies for holiday fee forgiveness programs?

Suggestions from City Council Members

Would it be preferable to do a flat rate fine after a set amount of time rather than an incremental fine?

Would it be wise to cap fees for patrons 18 and under to a specified amount such as \$1?

Would you be interested in reducing or erasing a fine if a book in good condition and not the non-returned book was brought into the library?

Would it be of interest to have a forgiveness day once a quarter, or the last Friday of every month, or annually on specified dates?

Would it help to give staff discretionary authority to work with patrons who return late items?

*Develop plan for city council study session in April*

Each advisory board member gave their top reason for wanting to remove late fees on children's accounts:

Janell Alewyn – late fees penalize the most vulnerable members of the community

Monte Allen – removing late fees on children’s accounts would increase library usage by families  
Andrea Hille-Andrews – there is something magical a child experiences when he/she uses a library  
Brenda Mitchell – the amount of late fees collected is so small that it doesn’t affect the needs of the community  
Shasta McKinney – the library is not a business it is a community service  
Kevin Todd – removing late fees would increase library access to new families with children  
Linda Heath – not present

Advisory board members will consider how they can share their views prior to the study session. Joyce will prepare a presentation for the April 25 study session answering the written questions from the city council emails. She will also review the recording of the previous meeting and be prepared to answer any questions that arose during the original meeting. Advisory board members are encouraged to attend the study session so they are available to address the city council should the opportunity arise.

*Discuss any proposed service changes*  
None proposed.

***Call to the Board***

***Call to the Public***

Next meeting date: May 18, 2022 at 6:00 p.m.

***Adjournment***

Brenda moved to adjourn the meeting, Monte seconded the motion and the meeting was adjourned at 7:45 p.m.