

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
May 21st, 2014

***Call to Order***

Meeting was called to order by Lori at 6:00 p.m.

ATTENDED:

Andrea Hille-Andrews  
Lori Lundberg  
Brenda Mitchell  
Jennifer Romweber  
Ralph Swain  
Olan Williams

ABSENT: Kevin Todd

STAFF: Joyce Baker

***Approval of Minutes***

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

***Reports***

Joyce Baker presented the Library Manager's Report.

***Business***

**Update on Summer Reading Program Plans (Discussion)**

Joyce passed out the Summer Reading Program Schedule of Events and the June/July calendars. She drew attention to several of the key programs that will be offered over the summer. The board expressed pleasure with the science theme and the variety of programs offered this year. Joyce explained how the library was able to improve participation with the three local elementary schools for registrations this year. Brenda also gave some suggestions for future summer partnerships. Joyce highlighted the school and local business involvement with the life-size cutout outreach.

**Update on Status of Grant Proposals for Summer Reading Program (Discussion)**

Joyce reviewed the status of the grants for the summer program. Dollar General turned the library down for a grant this year. That means we will not be able to offer the back-to-school supply program we offered last summer. We had also asked Dollar General for legos. Joyce is going to try to purchase the legos with general fund money. Andrea offered to look for used legos at Salvation Army. We will still try to offer the Lego Club but it might not begin

on June 9 as planned. We are still waiting to hear from Wal-Mart regarding a proposal they pay for the cutout outreach program. We submitted a proposal to Target but that will be for next year. Joyce also highlighted the donations we received from area businesses. Lori suggested we apply for a grant with Bank of the West. Joyce will explore that option for future programs. Joyce also mentioned possible grant opportunities with Trans-Canada. She will contact them this week to explore opportunities.

#### **Update on Status of Flooring Replacement (Discussion)**

All of the library flooring will be replaced in early August. The City Council will vote on Tuesday, May 27 on the library closure schedule. The state also gave the library some additional money that must be matched and must be used for construction/remodeling projects. Joyce reported on how this additional money will be spent. This additional funding will go before City Council on May 27 for approval as well.

#### **Update on Plans to Distribute Survey June 2-16 (Discussion and Action)**

Joyce is working with the County Library District to place the survey online. County staff suggested a couple small changes/clarifications to the survey questions. The board made one of the suggested changes and then made two other minor changes. Jen moved to make these changes, Brenda seconded the motion. Motion carried. Joyce will give the final survey to the county this week so it will be ready online on June 2. Surveys will also be distributed in the library.

#### **Review Changes to Library Policies (Patron Borrowing Policy and Circulation Policy) from Last Meeting (Discussion and Action)**

The board reviewed the final wording on the Borrowing Policy and the Circulation Policy. Ralph moved to accept the new wording with no other changes. Olan seconded the motion, motion approved.

#### **Discuss Current Library Computer and Internet Use Policy and Equipment and Supply Use Policy and Determine Changes (Discussion and Action)**

The board reviewed the current Library Computer and Internet Use Policy acknowledging the suggested grammatical corrections. Ralph suggested that we add a section under Users Responsibilities regarding Netiquette (appropriate Internet behavior). He provided a sample of the netiquette policy he uses for his online classes. Jen made a motion that we hold off on this policy, giving Ralph and Joyce a chance to review Ralph's policy and modify it for a public library setting. Ralph and Joyce will meet in June to make these modifications. The adjusted policy will be presented to the Advisory Board at the July meeting. Andrea seconded the motion. Motion carried.

The board reviewed the Equipment and Supply Use Policy. After discussion, Brenda moved that this policy be removed from the policy and procedure manual. Since most of the items listed in this policy are incidental or the library does not even own them anymore, the policy is unnecessary. Any supply use that involves a fee is defined on the library fee schedule and is approved by City Council. Ralph seconded the motion and motion was carried

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

No new business presented by the board.

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

No members of the public were present.

Next Meeting Date: July 16, 2014, 6:00 p.m.

***Adjournment***

Andrea moved the meeting be adjourned. Jen seconded motion. Meeting adjourned at 7:12 p.m.