

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
November 19, 2014

Call to Order

Brenda called the meeting to order at 6:05 p.m.

ATTENDED: Brenda Mitchell
Ralph Swain
Kevin Todd
Olan Williams

ABSENT: Andrea Hille-Andrews
Lori Lundberg
Jennifer Romweber

STAFF: Joyce Baker

PUBLIC: Rod Gipson

Approval of Minutes

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

Reports

Joyce Baker presented the Library Manager's Report.

Business

Update on Food for Fines Forgiveness Program (Discussion)

Donations started a little slow but the House of Hope has picked up donations twice. Working with House of Hope has been very easy and the library is thrilled to keep the food in Coolidge. The library will report total collected at the next meeting.

Update on Veteran's Program (Discussion)

Veteran's Program on November 6 was a great success. Not only did community members benefit, but also the agencies who spoke were able to network with each other. The board would like to see the library offer a program like this again.

Update on City Council Agenda Items from Meeting of November 10 (Discussion)

Joyce reported that the City Council approved the request to submit a full grant application for architectural fees to enclose the patio. The Council also approved the request for an additional \$24,297 in this budget year to help offset the County Library District last-minute budget cuts.

Discuss Status of New Advisory Board Members (Discussion)

Joyce introduced Rod Gipson and told the board a little bit about William Gallaher. These two candidates, along with present board member Brenda Mitchell, will be presented for confirmation at the November 24 City Council meeting. Jen and Lori have decided to step down from the board to pursue other community service opportunities. Candidates will officially join the board on January 1, 2015.

Discuss Resource Access and Attainment Policy (Discussion and Action)

All libraries within the state must adopt a Resource Access and Attainment Policy per State Library Guidelines. Board reviewed the Pinal County Policy. Kevin moved and Olan seconded to adopt the County Policy as stated. Motion passed.

Discuss Rules of Conduct Policy (Discussion and Action)

Advisory Board had approved a Rules of Conduct Policy in 2011 but it was not ever submitted to City Council for approval. Board reviewed the policy. Kevin motioned and Ralph seconded to adopt the Rules of Conduct Policy with one minor change in the wording on cell phone usage. Motion passed.

Discuss Programming Policy (Discussion and Action)

Board reviewed Programming Policy previously adopted in 2007. Board added a purpose statement to make the policy consistent with all of the other policies. Kevin motioned and Olan seconded to adopt the Programming Policy with addition of purpose statement. Motion passed.

Discuss Reference Service Policy (Discussion and Action)

Board reviewed the Reference Service Policy removing items listed that the library no longer carries in the Reference Section and adding a couple items that the library does carry. Board removed the list of databases from the policy. Databases are provided by the State and the County and can change from year-to-year. Kevin motioned and Ralph seconded to adopt the policy with changes. Motion passed.

Decide When to Take Policy Changes to City Council (Discussion and Action)

The Board reviewed what policies have not been completed: Volunteer Policy, Volunteer Job Description, Volunteer Code of Ethics, and Unattended Children/Disruptive Behavior Policy. Board would like to move forward with presenting all policies that have been updated to this point to the City Council. Then they would like to re-visit the last few policies later in 2015. Kevin motioned and Olan seconded to take all the policies that have been adopted to City Council (hopefully on an agenda in January 2015). Motion carried.

Call to Board

Ralph gave a short update about the Great Southwest Radio Project doing a benefit program.

Call to the Public

No public comments made.

Next Meeting Date: January 21, 2015, 6:00 p.m.

Adjournment

Kevin moved the meeting be adjourned. Ralph seconded motion. Meeting adjourned at 7:18 p.m.