

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
November 15, 2018

Call to Order

Meeting was called to order by Kevin Todd at 6:09 PM

ATTENDED: Julie Brown
Ralph Swain
Brenda Mitchell
Linda Heath
Monte Allen
Kevin Todd

ABSENT: Andrea Hille-Andrew

STAFF: Joyce Baker

PUBLIC: Cynthia Galletly

Approval of Minutes

Minutes were distributed. Kevin moved that minutes be approved. Brenda seconded it. Motion carried.

Joyce Baker presented the Library Manager's Report.

Story time

Library staff go to Little Dipper and Mini Bears for story time. Head Start comes to the library for story time.

Fun Van

The Fun Van comes Tuesdays and Thursdays throughout the month.

Halloween Story Time

107 children came. The children went trick or treating to all the city buildings including the courts. Parks and Rec and Police Department came to the library to hand out treats.

Writing workshop

Teens have been coming since the program was shifted from the morning to the afternoon. The workshop is held the first and third Thursday of each month.

Pumpkin carving

Walmart gave the library special pricing on pumpkins. Next year, Joyce is going to ask Walmart, Safeway, and Shopes to donate thirty pumpkins each. Board members asked if any local farms grow pumpkins. Board members said they will check into local farmers with pumpkins.

Community Outreach

Library staff hosted a table at the Halloween carnival and GAIN Night. Invested in a good corn hole game. It was popular.

Friends of the Library week

Cookie social was held where we introduced the Junior Friends of the Library program. About fifteen kids signed up to be Junior Friends. Some parents joined too!

Arizona Library Association Conference

All the library staff except Greta attended the conference. One of the speakers who spoke about the homeless population was a big hit. Staff are exploring how else to serve the homeless population.

Pinal County Digital Dangers

The Pinal County Attorney's Office will be conducting a presentation about digital dangers. This program will be promoted to children and adults.

Business

Library Board Members

The only three people who have applied for the library advisory board are the three current members. Joyce is waiting for an answer from City Council on whether they want to interview the three members. Hopefully the recommendations will be presented December 10 at the city council meeting.

Closing the library to do inventory

No one knows when the library last completed inventory, probably in 2012. The library is overdue to do another full inventory. The best way to do that is to close and scan every single book. Joyce and the County think it would take two days to complete the inventory. The week between Christmas and New Year's was slow last year, so Joyce is proposing that the library close December 26 and 27 to do inventory. If the inventory cannot be completed in those two days, the library would reopen while inventory is completed. Joyce asked the board for feedback before taking this idea before the city council for approval. The board was supportive of Joyce presenting the door count statistics along with the request to City Council. Cynthia Galletly and Linda Heath offered to help with the inventory if possible.

Late Fees and Possible Alternatives to our Present Policy

Eliminating late fees is becoming a popular trend among libraries. Joyce gave the board information from a study which was prepared for the Colorado State Library. While Joyce feels the study lacks a broad range of data from many libraries, Colorado claims that they included what data is available. Florence has not had late fees for ten years. Casa Grande is moving close to removing late fees on children's items. They decided to not charge the late fee on children's materials including books and DVD's no matter on whose card the children's materials is checked out on. Joyce says our library pulls in about \$15,000 a year in fines, replacement card fees, copies, faxes, etc. We currently move things to lost from late after 30 days. The library will remove the "lost" fine if the materials are eventually returned. Joyce is asking whether the board thinks it would be good to drop fines on late materials but still charge the replacement cost if things are more than 30 days late.

Ralph asked if it is possible to break out the amount of money that the library takes in from fines versus replacement fees. Monte asked if we can get a report on just exactly how much money comes in each year in just fines. Joyce said she would ask the County if it is possible to get this breakout. Joyce thinks most people who run up high fees, whether they be late fees or replacement fines, get rid of the balance by donating DVD's. Patrons are given \$10 credit for each DVD that they donate. Joyce estimates people donate about 20 DVDs a week. DVDs must be new and in the original packaging.

Florence is happy that they stopped charging late fees and will not go back. Linda asked if Florence's circulation increased after they stopped charging late fees. Joyce didn't know since it was so long ago.

If you have \$5 or more in fines, you cannot check out books or use computers. Ralph expressed concern that people who have fines aren't allowed to use the computers which probably affects a lot of low-income folks who don't have computers or Wi-Fi at home. Joyce said that a lot of low-income families seem to have devices and come to the library to access the Wi-Fi but this rule certainly does create barriers to access, particularly for the homeless.

Monte asked what we would do with the people who still owe money. Joyce said we currently have about \$150,000 outstanding fines and replacement fees. Board members discussed whether past fines should be forgiven. Much of this balance are charges that the library will never collect because the borrowers have moved away or stopped coming to the library.

Board members discussed that it would be nice if fines could be forgiven to coincide with the fifty-year celebration of this library building coming up in 2019. Linda said that she would like to see us forgive fines. Joyce asked the County how much of the late charges are more than 5-years-old. There are approximately \$15,000 in balances that is more than 5 years old. Joyce will see if they can tell how much is late fees as opposed to replacement fees.

Joyce thinks getting the city to forgive the entire \$150,000 at one time would be a big stretch. She thinks we might propose to the city that balances over five years might be a better way to go.

Joyce will do more research and come back with more findings for the January meeting. In January we will discuss whether people with fines can use the computers. We will also discuss whether an ID will be required to use the computers. Currently homeless people without ID's cannot use the computers.

Kevin had to leave the meeting, so Monte took over running the meeting.

Review Status of Junior Friends Program

A Junior Friend cannot join the board since we are only allowed to have seven adult board members per City Code. We currently have a lot of young people volunteering at the library. Ralph asked if we could interview some of these young people to see if one of them "join" the board in an informal capacity. Joyce will ask Dani for recommendations.

Grant Purchases

The kids love the LEGO/interchangeable tops tables in the children's room. The rest of the furniture has been ordered. We are hoping that it will arrive after Christmas when the library is closed for inventory. Joyce still needs to order the wall unit. Once all the furniture is here, the library will hold an open house.

Proposed Service Changes

Ralph asked how we can better serve the homeless. Joyce said that the staff currently has too much work to do to be able to do specific programming for the homeless. Joyce said that working with OHOP would be an excellent option. She emphasized the importance of helping the homeless without causing families to avoid the library. Ralph wondered if the homeless can use the Kennedy Center address to get photo IDs since absence of an ID creates so many barriers to services. Joyce thinks that the DMV is strict about showing an address where you live. Monte suggested we get an idea of how many homeless there actually are in Coolidge. Ralph suggested we invited Diann LeSueur, director of OHOP to address the board.

Joyce asked if we would be willing to have the meeting go a little long if Diann came to speak with us. The board said that would be okay.

Ralph asked if the library could put a float in the Veteran's Day parade. Joyce said that she does not have the staff to put together a float for parades. Ralph suggested that the board members put together a float. Board members liked this idea.

Call to Board

Call to the Public

Cynthia said that the book sale netted \$40 tonight. Cynthia said that she liked the idea of addressing the needs of the homeless.

Next Meeting Date: January 17, 2019, at 6:00 pm.

Adjournment

Linda moved to adjourn at 7:25 p.m. Monte seconded the motion. Motion carried. Meeting was adjourned.