

Action Minutes
Library Advisory Board Meeting
160 W Central Ave, Coolidge, AZ 85128
November 21, 2019

Call to Order

Meeting was called to order by Andrea Hille-Andrews at 6:05 PM.

ATTENDED: Monte Allen
Andrea Hille-Andrews
Linda Heath
Brenda Mitchell
Kevin Todd

ABSENT: Julie Brown
Ralph Swain

STAFF: Joyce Baker

PUBLIC: Aalyanna Soto-Jordan
Janell Alewyn
Andrea Brannon
Cynthia Galletly
Councilmember Ben Navarro

Approval of Minutes

Minutes were distributed. Kevin made a motion to approve the minutes. Brenda seconded it.

Joyce Baker presented the Library Manager's Report

Joyce pointed out that there has been some turnover in the Advisory Board the last few years. She would appreciate feedback on what information the board would like on future Manager Reports. She could cut back on some of the detail if board members are not interested in everything included. She could also add details if members are looking for some specific information. She highlighted the changes made to the Halloween Story Time and the excellent participation at the Family Pumpkin Carving. She mentioned that each grocery store: Shopes IGA, Walmart, and Safeway donated pumpkins this year and it saved the library a significant amount of money. The ESL Speak Easy class continues to be productive with a steady group of participants. The library partnered with the Water Shed to distribute 320 snow cones at GAIN Night. It was quite an inexpensive booth and the staff will probably offer its again next year. Joyce reminded people of the book sale going on Friday and Saturday at the Women's Club.

Business

1. Review Status of Library Advisory Board terms. Joyce introduced Janell Alewyn and Andrea Brannon. The City Council will vote on December 9 to approve them along with renewing Andrea Hille-Andrews and Monte Allen. Julie Brown and Ralph Swain will be stepping down effective January 1, 2020.

2. Discuss Late Fees and Possible Alternatives to the Present Policy. The board was grateful to welcome Councilmember Navarro as they considered possible alternatives to the present Late Fee Policy that might be acceptable to the entire City Council. While he provided only his own opinion, it was helpful to hear his thoughts. Several possible options for opening up library access to the community were considered.
 - a. Offer people the opportunity to volunteer to reduce fines. Each hour would remove a designated amount of fines. There could be some issues with labor laws on this one. Most libraries that offer this option now forgive at least the minimum wage rate for each hour volunteered. Volunteers are very valuable to the library and the library invests a significant amount of time to train them. Adding this option could become overwhelming to the small library staff in supervising people. However the board was somewhat interested in this option.
 - b. Read for Fines. Some libraries allow people to read a certain number of minutes, pages, or books to receive a portion of their fines forgiven. There was some concern about people easily cheating on this option but it is still a possibility.
 - c. Program for Fines. The library offers many educational programs for the community. People could receive a portion of their fines forgiven each time they participate in a program. The board was extremely interested in this option as it is encouraging people to participate in informative events. There are plenty of events from which to choose.
 - d. Reduce the fine rate on DVDs. The current policy is \$.10/day per item for everything except DVDs. DVD late fee is \$1/day. These rates were set back when DVDs were significantly more expensive than they are today. A person who is extremely late in returning a book will be charged no more than \$5, however a person who is extremely late in returning a DVD could be charged up to \$15 – often this charge is more than the cost of the DVD. Many books cost more than DVDs now. The library could reduce the DVD late fee to match books so all items would be charged \$.10/day with a maximum charge of \$5. The Board and Councilmember Navarro found this option extremely appealing and logical.
 - e. Increase the frequency of Food for Fines. Instead of offering Food for Fines in April and November, it could be increased to quarterly or all the time. All of this food benefits needy families in Coolidge. However, some people thought that it was ironic that the library was taking food out of people's pantries when some people who owe the fines may be struggling to feed their families.
 - f. Offer an Amnesty Day or Week. Advertise that people can return their late or lost items during a specified time period with no late fees. Many libraries offer this option at intermittent times to encourage people to return their items and a lot of items get returned. Councilmember Navarro was not especially on board with this option.
 - g. There was a great deal of discussion about the requirement for people to show ID before they can use a computer. Many members felt that this requirement placed an excessive burden on the most vulnerable of the population such as people recently exiting prison or people facing homelessness. However Councilmember Navarro strongly felt that people needed to get a photo ID to find a job and conduct business, therefore this was not an undue burden.
 - h. Two things were decided.
 - i. Joyce will contact the Library District to see if there is a way to create invoices or statements for old accounts with a balance. If so, the library will mail out a portion

of these statements each week – maybe 20/week so postage expenses do not become unmanageable. If possible, the library will start with the oldest balances. If the letters are returned to the library, then it will be determined that these balances are uncollectible.

- ii. Kevin made a motion to move forward with reducing the fine for DVDs from \$1/day back to \$.10/day to coincide with the other library fees. Monte seconded the motion. It passed unanimously. Joyce will submit this to City Council for consideration.
3. Consider changes to food and drink policy. The current food and drink policy states no food or drink is allowed in the library. However, the library is a Heat Relief Station where people can have a free bottle of water during the hot months. Also, the library serves food at many programs. It is probably time to address this policy in a way that acknowledges covered drink containers and library programs while still protecting books and computers. However, since the board is concentrating on how to identify compromises with the fee structure. This topic will be tabled. Joyce simply asked the board members to consider what possible options there might be for future discussion.
4. Discuss possibility of inviting a teenager or young adult to attend Advisory Board Meetings – Review status of Junior Friends Program. This item was left on the agenda in error. Now that Aalyanna is attending the meetings, there isn't any need for discussion on this matter.
5. Discussion of any proposed service changes. No suggestions were offered.

Call to Board

Call to the Public

Cynthia Galletly asked the library to investigate the possibility of offering a credit card payment option for copies, fines, fees, and faxes. The Friends of the Library added this feature for their annual sale this weekend. They sold over \$200 in books just during the teacher presale and much of this was due to offering the credit card option. This will be added to a future agenda once Joyce has sought input from Ricky LaPaglia and the Finance Department. Andrea Brannon mentioned that there is a non-profit in town that helps educate students about 3D printers in a six-week class. She will give Joyce the details of this program in case the library wants to partner with them.

Next Meeting Date: January 16, 2020, at 6:00 pm.

Adjournment

Linda moved to adjourn at 7:20 p.m. Monte seconded the motion. Motion carried. Meeting was adjourned.