

**Action Minutes**  
**Library Advisory Board Meeting**  
160 W Central Ave, Coolidge, AZ 85128  
**November 19, 2020**

***Call to Order***

Meeting was called to order by Joyce Baker at 6:02 p.m.

ATTENDED IN PERSON: Monte Allen  
Linda Heath  
Andrea Hille-Andrews

ATTENDED ON ZOOM: Janell Alewyn  
Kevin Todd

ABSENT: Brenda Mitchell

STAFF: Joyce Baker

PUBLIC: None

***Approval of Minutes***

January Minutes were distributed. Linda made a motion to approve the minutes. Monte seconded it.

***Joyce Baker presented the Library Manager's Report***

This is the first meeting since the library closure on March 17. Therefore Joyce reviewed how the library handled the transition from pre-COVID, through the closure, and then adjusted to limited services. She highlighted several unique virtual programs that the library introduced.

- A. *Dia de los Niños* Story Time reading stories in English and Spanish.
- B. Virtual Week of the Young Child series where several libraries throughout the county offered virtual events over an entire week.
- C. Women's Suffrage theme that highlighted the 100<sup>th</sup> anniversary of the 19<sup>th</sup> Amendment. This theme spread across multiple programs in August and September. The State Library contributed books about the 19<sup>th</sup> Amendment that were distributed to program participants.
- D. Virtual art show featured art work submitted by community members age 4 to adults
- E. Book a Librarian Reference Service is now offered to people who want to schedule time for one-on-one assistance.

Dani also introduced a new program, Miss Dani & Friends. People from the community are invited to read a children's book. The library shares the stories on YouTube. It's very easy to become a reader. She is currently scheduling readers for January. Community leaders and Advisory Board members are encouraged to schedule a time to read. It only takes about 30 minutes.

The library has also introduced several adult programs including a monthly aerobics class and a monthly meal prep program that is offered in partnership with the University of AZ Cooperative Extension. The library is offering FRANK Talks again in partnership with the AZ Humanities and the AZ State Library, Archives and Public Records again. NASA also partnered with the library to

offer a Zoom program on evidence of alien presence in outer space. People from all over AZ participated in that program.

Virtual programs are provided through Facebook and Instagram Live, YouTube, and Zoom depending on the nature of the program. Joyce drew attention to the staff's flexibility. All staff members are helping with the technology in some form. The adjustments have been substantial but staff continue to be flexible.

The library also participated in the Parks and Rec's Drive-Thru Halloween Event. The library distributed a packet of candy, toys, and information about the library to 800 children.

The library purchased subscriptions to a reading app called Reader Zone, a Kahoot account that is used for virtual trivia games, and a Zoom license so book clubs could last longer than 40 minutes. These subscriptions were not anticipated when the city adopted this year's budget. Staff will need to consider the cost of continuing these subscriptions when developing the 2021-2022 budget.

## ***Business***

1. *Results of the change in the DVD late fee structure:* Joyce reported that the reduction in late fee charges has been extremely helpful to the community, especially when people had to return items after the extended closure. Even though no fees were charged during the closure, it took patrons a little time to return items once the library reopened. Patrons were so pleased when they realized how small their late fees were. They were pleased to return the items and quite ready to pay the small charges. Monte expressed an interest in exploring other ways to make library services more accessible to everyone in the community. The board will explore this again in 2021.
2. *Completion of the StoryWalk®:* The StoryWalk® ribbon cutting occurred on June 10. About 40 people participated in the ribbon cutting/celebration of the installation of the new playground equipment at San Carlos Park. Families are participating in the StoryWalk® although very few complete the survey. Linda commented that she went around the walk recently and she really enjoyed the newest book on meditation. Vandalism was a problem when the walk was first installed but it seems to be under control now.
3. *Status of Grants in Progress:* Joyce reviewed the status of the 2020 grants:
  - a. The Public Library's Summer Internship was canceled for 2020 but the library is assured a position once the program is offered again whether that be in 2021 or 2022.
  - b. CISCO provided the equipment so the library could expand the free Wi-Fi signal to the parking spaces on Central and Main Street and the parking lots behind the library. Unfortunately the library is still waiting for the County to install the last piece of equipment that will allow the signal to go live.
  - c. The State Library provided three different CARES Act Grants
    - i. 200 children's books that were distributed through the Summer Learning Program.
    - ii. PPE that staff could use and distribute to keep the library clean and safe. This allowed the library to reopen to the public.
    - iii. Additional resources to complement the CISCO contribution. The library expanded their security cameras to monitor people using the parking areas. The library also plans to buy a couple covered parking structures that will be installed behind the library. This will provide shade to people who are using the free Wi-Fi. Joyce will purchase those structures as soon as the Wi-Fi signal goes live.

- d. The library was approved for the 2020 LSTA grant. Money will be used to purchase accessibility resources for the visually impaired. Joyce delayed the equipment purchase since the library cannot offer any instruction on the resources. She will start purchasing the equipment in early 2021.
4. *Successes and Challenges of the 2020 Summer Learning Program:* The library saw about 1/3 of the normal number of families during the 2020 Summer Learning Program. However, the library was able to distribute many more books to each participant. Children received anywhere from 1-7 books thanks to the State's CARES Act books and a donation from another non-profit, Kids Need to Read. The library was also able to introduce a new reading app that will be used throughout the year for additional programs. For example the library is promoting a program now called 1000 Books before Kindergarten. This is a promotion that the library has wanted to offer for a long time but they didn't have an easy way for people to track their books. Several families are participating in this program. Many of the services that the library introduced virtually this year will probably continue even after the library is able to re-open for in-person programming. This is a positive as these programs can reach people who would not normally visit the library. The reset caused by having to run the summer virtually opened the door for staff to reconfigure expectations for future summer programs. The reset will put more emphasis on children receiving free books and less emphasis on prizes. Staff sees this as a very positive shift.
5. *Impact of COVID on Friends' fund raising and book sales:* The Friends made a significant investment in providing resources to students in Coolidge. They did this at the same time that their fundraising capacity was diminished. They purchased back-to-school supplies for 175 children and paid for ½ the cost of the modified Summer Learning Program. They will not be able to have their normal large annual book sale. This will reduce their income significantly in 2021. They are offering an outdoor "Midi Book Sale" on Friday, November 20. They will also need to reduce the amount of money they contribute for future summer programming. The library is aware of this and is identifying ways to reduce the expenses of their summer programs. Joyce encouraged people to consider donating money to the Friends this coming year.
6. *Staff Updates:* Joyce announced the new librarian, Megan Carbiener to the board. Joyce highlighted all of the contributions that Megan has already provided to library staff and the community. Joyce also announced that Greta will be retiring at the end of the year so there will be additional staff changes in the near future. Monte pointed out that Victoria Knight is no longer on staff. Joyce announced Christina Hederman returned to the library as a Page to fill Victoria's position. It is a joy to have her back.
7. *Discussion of any proposed service changes:* Monte expressed interest in revisiting how the library can increase access to library services. The board will explore this in 2021.

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

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

None

**Next Meeting Date: January 21, 2021, at 6:00 pm.**

### ***Adjournment***

Linda moved to adjourn at 7:18 p.m. Monte seconded the motion. Meeting was adjourned.