

**Action Minutes**  
**Library Advisory Board Meeting**  
**160 W Central Ave, Coolidge, AZ 85128**  
**November 16, 2023**

***Call to Order***

Meeting was called to order by Andrea Hille-Andrews at 6:01 p.m.

Attended in Person:       Monte Allen  
                                      Linda Heath  
                                      Andrea Hille-Andrews  
                                      Shasta McKinney  
                                      Kevin Todd

Absent:                        Brenda Mitchell

Attended via Zoom:        Janell Alewyn

Staff:                         Joyce Baker

Public:

***Approval of Minutes***

September minutes were distributed. Linda Heath made a motion to approve the minutes and Monte Allen seconded the motion. Motion passed.

***Library Manager's Report***

Joyce focused attention on the two special story times held in October. Families really enjoyed the Touch-a-Truck Story Time and the Halloween Story Time. Joyce also mentioned that the ESL On-Site Registration was very successful. The January class is full. AZ @ Work has set up weekly office hours at the library. They are here every Thursday at 10 AM. This allows staff to tell people a consistent time when they can get assistance if they are looking for work. The adult Tiny Art Show was extremely successful. Advisory board members were disappointed that they couldn't see all of the entries. Library staff were exceptionally busy with community outreach events in October. While it's great to have the library's face out in the community, it creates scheduling challenges when so many events are outside of library hours all at the same time of the year.

***Business***

**Library Advisory Board meeting dates 2024:** Linda Heath made a motion that the advisory board will meet on the third Thursday of every other month at 6 PM. The dates will be January 18, March 21, May 16, July 18, September 19, and November 21. Monte Allen seconded the motion. The motion was approved unanimously.

**Review Library Advisory Board terms:** Janell Alewyn, Monte Allen, Andrea Hille-Andrews, and Shasta McKinney are up for renewal on the board in January 2024. Monte, Andrea, and Shasta have all submitted applications to remain on the board but Joyce has not received any other applications

even though the library has aggressively advertised it. The advertisement for the openings will have to remain open beyond November 20 if no one else applies. That means the city council will not likely have time to approve the new board in time for the January meeting. Joyce asked Monte, Andrea, and Shasta if they could continue on the board even if they are not confirmed for next year. They all agreed to that arrangement. Janell also agreed to continue on the board until the new board member(s) are approved.

**Discuss status of grants:** The library distributed 600 pair of eclipse glasses at the carnival on October 14. The library still has that many left for the April 2024 eclipse. The library has spent most of the \$4,000 from the Department of Health at the U of A, and AZ Library Association. The balance of the money will go to some special craft supplies for modified Grab N Go craft bags and possibly for some speakers to help the parents of children with physical, mental, or emotional limitations. All funds must be spent by April, 2024.

**Discuss Friends of the Library book sale plans and need for assistance:** The Friends' annual book sale will be held at the Women's Club on January 26 and 27. They will set up on Wednesday morning, January 24. They can always use help setting up. They also might need assistance on Sunday, January 28 to box up unsold books. This depends on which charity takes the remaining books. Joyce will know for sure after the holidays. Please come help, if you can.

**Discuss how individuals who are unhoused affect the library dynamics:** Joyce drew attention to some of the challenges the staff are facing in dealing with behavioral problems with unhoused individuals. Some issues include people bringing in large quantities of personal belongings. Another struggle is people leaving items unattended and staff not wanting to feel like they need to monitor these items. Two concerns have to do with the bathrooms – people using drugs in there and people monopolizing the bathrooms. Obviously the staff calls police if drug odors comes from the bathroom but often the people have left by the time staff notice the distinctive aroma. The staff will try to come up with suggestions for addressing these issues. They will make some recommendations to the board for ways to modify the behavior policy.

**Discuss staff updates:** The library hired a new page, Krista Mayo. She will start on Monday, November 20. Staff hopes that there won't be any more turnover.

**Discuss progress on 2023 goals:** The board has pretty much completed all of the 2023 goals. They will create new goals once all of the board members are in place. Andrea asked about whether the library staff are posting events on the NextDoor app. Joyce explained that the staff didn't feel like they were getting enough engagement to justify the extra time they needed to create posts on another platform. They will use the platform when they have time and/or when there is a big event. NextDoor is not compatible with the library social media scheduling software so it needs completely separate attention from the other platforms. Andrea pointed out that the library may reach a new population by using a different platform from the usual ones.

**Next meeting will be January 18 at 6 p.m.**

### **Adjournment**

Monte Allen motioned to adjourn and Linda Heath seconded it. Meeting adjourned at 7:20.