

**Action Minutes**  
**Library Advisory Board Meeting**  
**160 W Central Ave, Coolidge, AZ 85128**  
**September 21, 2021**

***Call to Order***

Meeting was called to order by President Andrea Hille-Andrews at 6:03 p.m.

Attended in Person: Janell Alewyn  
Monte Allen  
Andrea Hille-Andrews  
Linda Heath  
Brenda Mitchell  
Kevin Todd

Absent: Aalyanna Soto

Staff: Joyce Baker

***Approval of Minutes***

Correction noted that the July meeting stated the July minutes were distributed. Actually the May minutes were distributed. Linda made a motion to approve the minutes and Monte seconded the motion.

***Library Manager Report***

Joyce Baker presented the Library Managers Report. She highlighted several programs that the library offered during July and August.

- A. The People Counter was down for all of July and August. IT repaired it on August 30 so the door count statistics will return in September.
- B. Keeping the library adequately staffed has become a pressing issue. As a result, the library has had to cancel some virtual programs. The library will modify the schedule in October. However the September calendar was already published so there will still be a few cancellations on the September report.
- C. The library was happy to partner with the University of AZ Cooperative Extension Program and WIC to offer weekly virtual nutrition tips. This program does not require any effort from library staff except to promote it and share it on our Facebook & YouTube channels. The program ran across July and August.

- D. There was a miscommunication with the August 5 Grow with Google program. The program was advertised to begin at 9 AM. However Google didn't realize that AZ was on Pacific Coast Time. They began the program at 8. Those who logged in at 9 AM were not able to see the presentation. The library hopes to continue this partnership with the Coolidge Chamber of Commerce and Google. Staff will make sure that Google is on the correct time zone for future programs.
- E. The library attended the Back to School Teacher Roundup for Coolidge and Imagine Schools. Approximately 350 teachers & staff attended the CUSD Roundup. Another 250 attended Imagine's Roundup. Staff distributed 425 Open eBook codes and pins so students can read unlimited free eBooks on tablets and laptops.
- F. Friends of the Library Sale will be November 18-20. They could use help setting up on Wednesday, November 17.

### **Business**

1. *Review Library Advisory Board terms & schedule for filling incoming positions:* The terms for Janell Alewyn, Monte Allen, Andrea Hille-Andrews, and Aalyanna Soto expire in December. They will need to complete a new application if they want to remain on the board. City interviews will take place in early November so the positions can be approved by the council on December 14. Aalyanna has not attended or contacted Joyce about missing meetings for the last two meetings. Since she has not met the requirements spelled out in the City Code, the library will assume that she does not want to stay on the board. Janell, Monte, and Andrea expressed an interest in staying on the board. Joyce will begin the announcement process to receive applications. The City Council Advisory Board Committee will interview all applicants including those currently serving.
2. *Determine advisory board meeting dates for 2022:* Kevin made a motion to move 2022 meetings to the 3<sup>rd</sup> Wednesday of January, March, May, July, September, and November. Those dates will be:
  - January 19
  - March 16
  - May 18
  - July 20
  - September 21
  - November 16

Monte seconded the motion. Motion was approved.
3. *Update on programs moving to in-person:* Library staff decided to delay in-person programming for children due to the Delta variant. Staff will re-evaluate each month.

4. *Discuss completion of Vision Lab and Cares Act Extended grants:* The library held the ribbon cutting for the Vision Lab Grant on September 10. There was excellent community participation. The Cares Act Extended grant paid for security cameras and picnic tables for patrons using the library's free Wi-Fi. All state reports have been submitted.

5. *Discuss status of ongoing grants and new grant opportunities:*

The ARPA grant will pay for patio furniture, solar powered park benches, and new sound system for the programming room. This grant is for \$26,000.

The Emergency Connectivity grant will pay for Wi-Fi hotspots. The county completed this application for the library.

The State Grants in Aid grant opportunity could pay for replacement air conditioners and a new library door. This is a matching grant so the city will have to pay 50% but the purchases can be pushed to the next fiscal year. That will give the city time to budget for their 50%.

The Public Library Association Internship grant will wind down in October. The intern had to create a special project for this grant. She made mental health bags called "you got this." Teens and young adults can request a bag of resources to help them dealing with mental health issues.

6. *Review 2020-2021 statistics:* Joyce handed out statistical comparisons for the last four years evaluating the door count, items borrowed, digital items borrowed, program participation, times patrons used library computers, and times patrons used the library's free Wi-Fi.

7. *Discuss staffing updates:* New library clerk began 8/16. Her name is Caroline Maul. New page began 8/30. Her name is Lisa Brady. Dani is on FMLA until later in October. Megan has accepted a position at Apache Junction Public Library. Her last day is October 8. Her position is advertised with a first review date of September 28.

8. *Discussion of any proposed service changes:* None proposed.

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

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

Next meeting date: November 16, 2021 at 6:00 p.m.

***Adjournment***

Kevin moved to adjourn the meeting, Linda seconded the motion and the meeting was adjourned at 7:05 p.m.