



### Library Board Minutes of the August 28th, 2014 Meeting

- I. The regular meeting at the Main Library was called to order by Joyce Taylor at approximately 3:00 pm
- II. Board Members present: Joyce Taylor, Dave Browning, Ruth Garrison and Karla Brewster  
Board Members excused: Joanne Parkes, Harriet Young and Lena Fowler  
Library staff present: Heidi Holland and Jan Robison
- III. Public Participation: None
- IV. The minutes of the June 19<sup>th</sup> meeting were approved as presented.
- V. Library Director's report: 1) The Main Library added more wire components throughout the building to distribute our Wi-Fi more consistently. 2) We have had a few building issues; leaks and garage malfunctions. 3) Heidi highlighted some stats from the Quarterly report; the number of tourists on the report only represents those coming in for computer sessions. Our tourist's numbers were utilized two budgets ago and it allowed us to have monies directed to the Library. People traveling oftentimes base their destinations on libraries, going from library to library. Entrepreneurs come to the library to assess how a new business would fare in the community. 4) On this quarterly report, it reports 225,000 materials were circulated. What this number doesn't show is the number of times staff touches these materials in order to have them available for circulation. Also, we have In-house circulation where staff picks up and shelves library materials. 5) After 20+ years, the Collection Management Library Manager retired. Her retirement was scheduled and then our Outreach Manager submitted her resignation. These two vacancies have required our work load to be carried by others. On the first position, the manager is responsible for acquisitions, getting library materials ready and copy cataloging to name a few. There were no internal candidates. We have interviewed 5 and are coming to a conclusion. The Outreach Manager supervises the outlying libraries. This position did have internal candidates. There were some very qualified outside candidates as well. Even with those two large positions vacant and the extra work for staff, we love what we do. We have a really great staff. 6) The end of Summer Reading program ended with a big party on the lawn outside of Youth Services. Youth were able to throw water balloons at staff. Signups for the program this year were all done online. It was a pilot program we did in collaboration with Maricopa County. Also, our Adult Summer Program was very active. 7) We have many public workshops coming up; Notary Workshop, "*This I Believe*" a Flagstaff Reads collaboration with NAU. There is an interesting program that goes along with this read. The City Council, Mayor, County Supervisors and the public have all been invited to participate. Heidi passed out bookmarks on the programs. Author Tom Zollner, writes books on uranium and he provided his latest book



for our outlying libraries. 8) A presentation on our databases is coming up with our new vendor. 9) Heidi passed out the Early Literacy Guide to Families and Read On Arizona. 10) Library Foundation and the Friends of the Library spoke at a Council meeting concerning a new library roof. Council had made a decision to replace and change the roof but the Foundation and Friends of the Library reported that to keep with the original design of metal roof was the best route for the Library. 11) Heidi provided history on some of our libraries; the first library in Flagstaff was a men's reading room in a saloon. The library moved from place to place until the community came together to support plans to build this building. The Tuba City Library used to be in a Hogan. Supervisor Lena Fowler was with Cultural Partners and found and preserved the historical building currently used as the Tuba City Public Library. Initially, Supervisor Fowler thought that lawyers were going to use the building as office space. However, it worked out that the Library was able to move into the current historic building. The library has been there 16 years. The Land Commission contacted us about giving the Tuba City Library a check for \$30K. Supai- Heidi traveled to Supai to meet with Tribal Elders, the interim School Principal, the Director from Save the Children, Early Steps for School Success, and others from the community. Periodically, library staff travels to Supai to provide children's programs partnering with NAU, First Things First, Save the Children and other early literacy organizations. We give new children's books to the families with infants and children; work with the youth, teachers and parents, do storytimes, and story modeling. Heidi works very close with the Outreach Youth Services Librarian when she goes to Supai. 12) Check out our Flagstaff Reads banners downtown. 13) The Library in collaboration with Catholic Social Services is doing outreach to the homeless providing information on available programs and how to get a library card.

- VI. Growth needs of the Libraries, Affiliates and Branches– Heidi currently does not see any changes for the EFCL however CCC says they will keep us in mind if they decide to vacate classrooms adjacent to the library space.
- VII. Informational Items from Board Members –Board member Browning asked two questions about the statistical report; why had attendance in Adult Programming gone up and if there was anything that concerned the Director? The Director responded we are providing more adult programming and explained how the computer usage is calculated. The computer stats can change due to a change in the length of time computers are allowed to be used or checked out. Board member Brewster asked how you get feedback from the community. Director replied surveys, hard copy and online.
- VIII. The next Library Board meeting will be September 25<sup>th</sup> at 3pm.
- IX. Meeting adjourned at 4:00pm.