

Library Board Meeting Minutes for December 3, 2015:

Meeting called to order at 3:01pm by Joanne Parkes

Members present:

Karla Brewster
Joanne Parkes
Dave Browning
Harriet Young
Dorothy Renstrom
Heidi Holland, staff liaison

Members excused:

Library and other staff present:

Emily Eldridge

Approval of Minutes:

Minutes of the meeting of December 3, 2015, were approved, with comments. Dave Browning remarked they were complete and nicely done.

Public Participation:

none.

Library Director's Report:

- 1) Heidi Holland read the Library's mission statement aloud.
- 2) A survey asking patrons about Sunday Library hours was passed around to all. It will be available to both Flagstaff libraries in hard copy as well as online.
- 3) Heidi spoke about the RFID project at the Downtown Library. This project will focus on remodels to accommodate patrons and become more open and inviting. The circulation desk will be moved to make the front entrance more open; the circulation sorting room will be moved so that space can be made available for handicap restroom; the handicap ramp outside the main entrance will be remodeled to be ADA compliant. A master plan of all the plans will be drawn up so that all plans are together. An approximation of money allotted for each project will be noted on the new report.
- 4) The Library has been moved to the department of Economic Vitality. Heidi Hansen is our new division director. The change feels like a good fit so far because the Library deals with a lot of tourism along with the Visitor Center and the Flagstaff Pulliam Airport.
- 5) The Youth Services report was discussed. All Youth Services staff are trained in teaching early literacy skills. They integrate movement, song, media, etc. into their lessons and programs for more engagement with children and accelerated learning. Story times are free and available for

everyone in the community. Programs, including story times, are run in seasonal semesters each year.

6) Public Services provided free gift bags during the holidays for members of the community who received an e-reader or a tablet for Christmas. There is information on use and accessories included. Most tablets and e-readers are compatible with the electronic material that the library has for checkout, and staff is trained to assist patrons with this material.

7) The Library purchased Envisionware, which is a printing service for mobile devices. It allows patrons to print from any mobile device including your phone. The Library can reach out to library card holders with-text notifications regarding holds, bills, checkouts, etc. There were six new text users on the first day alone.

8) Accelerated readers will now being cataloged. It will be helpful for both schools and homeschoolers that use the facility.

Growth needs of libraries, affiliates, and branches:

1) Tuba City has increased their daily statistics and had many people in attendance at their library every day. The Main Downtown library has a new club for computer programming, with funding for the LSTA. It is in the very early stages of development. Participants will learn to write computer code.

Informational items from Board Members:

1) Dave Browning had some questions about the statistical report. He noticed that trends go up in the fall. He also noticed that Wi-Fi use went down, but this could be attributed to the fact that the wireless internet was down at the library during that period of time. Dave also wondered why the children programming stats were down. Heidi determined after looking into it that they had actually been higher prior due to an LSTA grant program on Lego robotics that had brought in additional numbers of youth.

2) Joanne visited the downtown library and attended the library book club. She finds it to be a wonderful group of people, and is impressed with the amount of work that staff put into preparing for those meetings.

3) Dave will not be available for the March meeting.

4) A new agenda item needs to be added for the board meeting in February. A Chair and Vice-Chair need to be elected at the next meeting.

Adding a new Board Member:

1) The appointment of a new board member was discussed. There are two applications, and Council will approve one of them at their next meeting.

2) Harriet asked what the process was for voting for the new member. A prospective board member would apply to the City of Flagstaff. City Council officials are in charge of approving members for the Library Board. Normally they choose the ones that come with recommendations.

Even though one member will be approved at the next City Council meeting (March 1) it is very possible that the second applicant gets approved at the meeting after that. The Library Board has 6 board member positions due to the current Intergovernmental Agreement that is in place.

Close of meeting:

- 1) The next library board meeting is February 25, at 3:00pm, in the Council Chambers.
- 2) Meeting adjourned at by Dave at 3:43pm.