

## **Library Board Meeting Minutes for September 22, 2016**

**Meeting called to order by Marney Babbitt at 3:04pm.**

### **Members present:**

Marney Babbitt  
Dave Browning  
Harriet Young  
Patricia Horn

### **Members excused:**

Dorothy Renstrom  
Karla Brewster  
Lena Fowler

### **Staff Liaison excused:**

Heidi Holland, Library Director

### **Other Library staff present:**

Will Ascarza, Collections Management Manager  
Amelia Mason, Administrative Specialist  
Emily Eldridge, Administrative Specialist

**Approval of previous meeting minutes:** Minutes from the August meeting approved with no changes.

**Public Participation:** none

### **Library Directors Report:**

As read by Will Ascarza-

- 1) The Baker and Taylor contract was successfully renewed. They are the primary vendor for library materials. The renewal needed to go through the Finance department as well as go before City Council. During the renewal period, there was a slight delay in materials ordering. Currently Collections Management staff is catching up on ordering and cataloging new items. The renewal will be valid for many years to come. As a result of the revised contract renewal we received an additional 5% discount and now have free shipping.
- 2) We would like to extend a thank you to our volunteers who assist the Library and Collections Management staff with various tasks such as DVD cleaning, mending, deletions, archives, and the Library Amazon account for selling donations for public purchase. The funds from the Amazon sales are received by the Friends of the Library.
- 3) The Archive Digitization grant from LSTA is in the beginning stages. In the past the Library has outsourced materials digitization such as with the Flagstaff City Directories and Pow Wow Magazines but now we have the opportunity to have this process done in-house. Currently, materials in archives are not readily accessible for the public to view and checkout. The approved LSTA grant for the amount of \$6,000 will go towards purchasing hardware and software to begin this project, such as: a tower, two monitors, a hard drive, Abbey Fine Reader software,

Photoshop, storage, promotional materials, and more. All of the equipment will be located in Collection Management Services in the staff area of the facility. The processing will also take place here. Staff have already begun setting up space, scanning, and preparing for this project to get underway. Once completed it will be uploaded to the library website for easy access. This grant is also in collaboration with the Arizona Memory Project which will also provide a means of access to the materials on their website.

4) There are 3 objectives to the LSTA Archive Digitization grant, to be fulfilled by summer 2017.

1- Digitization of Flagstaff water history historical documents; 2- Digitization of Sedona Area Plan in Oak Creek; 3- Digitization of Flagstaff historic property survey. The copyright for all of these materials has already been cleared by the City Legal Dept.

5) This new service of digitized historical documents will be advertised to the public. Cline library at NAU also has a digitization program and the Library will be partnering with them for assistance with this project.

Amelia Mason-Social Return on Investment Study Presentation:

The SROI study measures the success of our libraries in many different ways. The Library also uses other methods, such as alignment with council goals, maintain statistics, and community feedback, to measure success.

The SROI study is a long term analysis. It shows what we are saving the community on social costs, public safety, medical, etc. For Direct Services (computer usage, programs, reference services, tutoring, job help), the Library had a 350% return on investment. For Consequential Outcomes (social, literacy, health costs, public safety, economic development) the Library had 547% return on investment.

Digital Divide is the differences in access of individuals to the internet, and Digital Inequality is how that individual is using their access to the internet. Resources to bridge this gap are provided at the Library. They include how to search online, how to analyze the results, what online resources are available to them, social media access and set up, email set up, and giving people the ability to communicate with their personal community. These same resources are available throughout the other branches in Coconino County including Tuba City, Page, and on the Bookmobile. The Detention Facility Library is still operating and thriving through the Outreach department.

**Informational items from Board Members:** Harriet brought along voter guides for the upcoming election courtesy of the League of Women Voters. Interest in setting up a program here at the Downtown Library to review this material through the Reference department and with Holland Christie. Marney shared information regarding Banned Books Week at Bookman's. There will be a book sale there from 2:00-4:00pm on Sunday. They will have sales, readings, and activities for children and adults. You can also take a mug shot with a banned book!

**Meeting adjourned at 3:39pm by Marney Babbitt**