

Library Board Meeting Minutes for February 24, 2017

Meeting called to order by Dorothy Renstrom at 3:08pm.

Members present:

Dorothy Renstrom
Marney Babbitt
Dave Browning

Members excused:

Harriet Young
Patricia Horn

Staff Liaison excused:

Heidi Holland, Library Director

County Supervisor's Office Representative:

Kendra Crawford for Jim Parks

Other Library staff present:

Mark Cesare, IT Manager
Will Ascarza, CMS Manager
Emily Eldridge, Administrative Specialist

Approval of previous meeting minutes: Since there was no January meeting, there are no January meeting minutes to approve. December 2016 meeting minutes are being tabled by the Board for approval during the March 2017 meeting.

Public Participation: The Board welcomed Kendra Crawford, who was representing Supervisor Jim Parks' office, seated in the public area. She told the Board that Supervisor Parks will begin attending Library Board meetings starting next month.

Library Directors Report:

First presenter, Will Ascarza, CMS Manager:

1) Collection Management Services is currently working on updating the Library's catalog. Over the past few months they have been working on deleting and updating records through the Online Computer Library Center (OCLC). This project saves time and ensures accuracy within the catalog. This is a process the Library does every 3-5 months. It is also helpful with the Inter-Library Loan (ILL) process.

2) The Library is continuing to move forward on the digitization project being funded by a State Library grant. The documents are from the Sedona Oak Creek Canyon Project, water documents from Northern Arizona, and Flagstaff historic neighborhoods records. The equipment is in place and multiple volunteers are involved with scanning and processing these items. These collections will be available to view as a part of the Arizona memory project and will also be available on the Flagstaff Public Library's website.

Second presenter, Mark Cesare, IT Manager:

1) There are many current events and programs being offered at both Libraries. All programming information is available on the website.

Downtown Library- Saturday Family Game Day; Crazy 8's Club (math learning/club); Music of the West African Quora on March 6; Allison Gruber Author Talk on March 21.

East Flagstaff Community Library- Brain Boxes (Tupperware boxes filled with games, dolls, crafts, etc. centered around once theme for interaction with parents and children as well as learning); Crafty Corner, K-12 Game Days on Fridays; Lego Club after school; Homework help on Wednesday afternoons

Grand Canyon Community Library- Hosting the Utah Shakespearean Theater Company for the 2nd year. There will be two productions of "A Midsummer Night's Dream", one for the high school and one for the public. It is free!

Tuba City Public Library- Local artists and the Mural Mice are working with local high school students and members of the public to update murals in town and at the Library.

2) RFID project developments- Currently we are waiting for the architect to finish his drawings for the Radio Frequency Identification project at both the Downtown and EFCL Libraries. We are also waiting for the final restrooms remodel plans.

About 300,000 items in our collection need to be fitted with an RFID tag; the tags arrived Tuesday. Volunteers are being utilized for the bulk of this work as it is a huge undertaking. It could take anywhere from 3-6 months to complete. These tags have a small memory chip with the items' barcode programmed into it. RFID tags will make it easier for staff to sort and shelf materials as they are being returned. It is also an added security feature because if an item is removed without first being checked out, we will now know the exact item that is missing rather than generally knowing something was taken out. It will help with inventory, identifying items and their value if missing or stolen, and quicker checkouts. Whole stacks of books and even shelves can be scanned at once, saving staff time.

Hopefully this will help free up more staff hours to work on other projects, and focusing on customer service and connecting with patrons more. This is the first major remodel the Library has done since it opened almost 30 years ago. For now, RFID will only be implemented at the Flagstaff Libraries.

3) A new sign for the front entrance of the Library is in the works. There is also a new sign on the northwest lawn, thanks to a beautification grant.

4) Because of remodels and changes at the Library, new software called Stack Map is being used to make transitions for all easier. This software maps exactly where materials are in the building so they are easier to locate. It is useful while shelves are being moved frequently for both staff and patrons.

5) There are many new updates to Enterprise (catalog).

Collections are now separated between county libraries.

You can now search for Accelerated Reading Levels by the actual level such as 1, 2, 3, etc. They have always been in the collection but now you can just search for a specific level online.

Relevancy settings have been adjusted to include the most balanced results while

searching in the catalog. It accounts for misspellings and broad/specific searches amongst other things.

6) More info regarding the Automatic Materials Handler (AMH) - The AMH automatically checks materials as they are returned to the Library; a conveyor belt sorts the materials into appropriate bins such as Youth Services, CDs, Audiobooks, and more. The bins are “smart”- they know when they’re full, reduce wear and tear on materials, and bring books up to waist level for easy emptying. The AMH will recognize exceptions like an item in the wrong case or an item that does not belong to the Library.

Growth Needs of the Library:

- 1) Sunday hours are progressing well. There are positive comments and feedback from the public.
- 2) Every 4 minutes someone connects to the Library Wi-Fi, and every 20 minutes that person is a visitor. A little over a year ago, capacity for online users was increased to handle the many people trying to connect to the Wi-Fi.

Dave asks how the Library monitors its internet usage. There is a web filter in place to block pornography, mandated by law. Because gambling is illegal in Arizona, gambling websites are also blocked. This filter also keeps the network secure from spam, phishing, and viruses. The filter can be turned off for certain cases on that computer only for the duration of the patron’s session; afterwards the filter is restored.

Informational items from Board Members: Dave inquired about having someone from the Library speak at the Military Officer’s Association of America, Grand Canyon Chapter to present on all of the online resources that Library offers the public.

Meeting adjourned at 3:48 pm by Dorothy Renstrom