

Library Board Meeting Minutes for April 27, 2017

Meeting called to order by Dorothy Renstrom at 3:04pm.

Members present:

Dave Browning
Evin Dunn
Dorothy Renstrom
Harriet Young

Members excused:

N/A

Staff Liaison:

Heidi Holland, Library Director

County Supervisor's Office:

Jim Parks, County Supervisor

Other Library Staff present:

Mark Cesare, IT Manager
Emily Eldridge, Administrative Specialist

Welcoming of new Library Board Member, Evin Dunn

Evin joins the Board with an interest in the Library and public access to information and technology. He is currently a student at Northern Arizona University and is also an IT professional at the US Geological Survey.

Approval of minutes from December 2016 and February 2017

Both sets of minutes approved with no corrections.

Library Director's Report

As read by Heidi Holland, Library Director:

- 1) Board news- Marney Babbitt has resigned from the Library Board due to a change of location. Her resignation letter was read aloud. There are now 2 City Board member vacancies. Applications are available online under "Boards and Commissions" on the City of Flagstaff website.
- 2) A patron complaint (regarding a Library item available for checkout) about the film "Islam-What the West Needs to Know" was passed around. The complaint details concern that the film encourages bigotry and Islam-phobia. Heidi asked if any Board member was interested in viewing this film to analyze the contents with intent to report back to the rest of the Board. Dorothy volunteered to take the film; she will be passing it along to Jim Parks for his review as well. The contents of this film will be discussed at a future Library Board meeting.
- 3) Downtown Library Flooding- A flooding in April greatly affected the Downtown Library. After a valve burst and water in a janitorial closet was left on overnight, there was standing water throughout the IT room and manager's office, Administration, employee hallways, and some

public areas outside of the hallways. Restoration crews assisted City Facilities in cleaning up and the mess and getting things back to working order. City Risk Management is currently working on an insurance claim for the damages.

4) Tuba City Public Library- The Flagstaff Public Library works with the County to manage the facilities of the Tuba City Public Library. Crews will be working in Tuba City the next few weeks to take care of some needs. They will dispose of paint, repair light fixtures and doors, install new electrical outlets, change door security codes, and much more.

This Library is used often due to the fact that it is one of the few placed in Tuba City with free internet access. Patrons often wait for computer access because the service is so popular.

Employees are available to assist with job applications and resumes. Employees get many tourists passing through as well.

The creative team in the Economic Vitality Division is continuing work on the Tuba City Public Library logo.

5) Database resources are well-used in all the Libraries throughout the County. They provide patrons of all ages with educational and assistive services. One teen commented saying he could finally start his career and his life due to the resources and programs offered through the Library.

6) The Grand Canyon Public Library is looking to increase their space. They recently attended a meeting with the National Park Service who occupy the extra space in the facility. They would like to add more square footage and programming along with it.

7) Staff are creating services for those in the Juvenile Detention Center in Coconino County. While they have services for adults, nothing for teens was started yet. Databases and online, secure resources and being shared.

8) The Library will be present at an Early Childhood Fair at the Aquaplex on May 6.

9) The 30th anniversary of the Downtown Library Building is taking place May 6. There will be an open house with music and treats.

10) Bilingual story time is being offered at the East Flagstaff Community Library and has a great turnout.

11) Progress on the RFID project is being made thanks to the help of many Library volunteers. They have been assisting in tagging all Library materials.

12) IT Staff traveled to the Page Library to work on some technology projects. Flagstaff IT staff travel to all the Libraries in the County. They are also set up to be able to help from Flagstaff.

13) Bookmobile materials were handed out. The County Bookmobile goes out to senior homes and offers programming and performances for the residents.

14) Footage of a pow-wow taken place in Flagstaff was shown. It is historical and important footage being preserved by the Library in the archives.

Growth Needs of the Library

- Tuba City: The parking lot needs to be resurfaced. This is something that needs to be kept up with every 2 years to keep it maintained. They want it paved and with lines as well but that might be something done in the future. With the construction of the new store beside it the Library is losing its parking. The carpet also needs to be replaced. A staircase needs to be enclosed for safety purposes.

- East Flagstaff Community Library: This Library is located close to the food center, homeless

shelter, and Bushmaster Park. The Library does receive a lot of adult clientele, in addition, there is not a youth restroom at the location. A one-stall youth restroom is planned in the budget.

- Fredonia: They are looking at building on to their facility through the acquisition of property. There is an ever-increasing number of patrons. There are always many children and families that show up for programs or to use the CCC virtual classroom.

Dave Browning- Discuss Proposed Meeting Times

Dave is working with Veteran's Court in the mentoring program. This has become very rewarding and important to him. The meeting time will be changing in June and will directly conflict with the Library Board meetings for him. He would like to remain on the board and asked if the meeting time could be amended (something that has been considered in the past). The Board agreed to change the meeting date to the third Thursday of the month instead of the fourth, still meeting at 3:00pm. The motion passed with no one against.

Information Items from Board Members

Dorothy will be representing the Literacy Center at their annual Spelling Bee. This event raises funds for the Literacy Center and many businesses from the community participate.

Mark Cesare, IT Manager-IT at the Library presentation

In Coconino County, there are 222 computers. 178 of those are for public access. The others are for staff. 143 of the 178 are for public access with internet usage. Those that are not internet enabled have a specific purpose in mind but don't need internet for their function. They include Early Literacy Stations, self-checkout, print release stations, and catalog computers.

The Library also has specialty computers and equipment for book, picture, and document scanning, viewing the micro film collection, and assistive equipment. All Reference Librarians can assist with these tools.

The IT team helps maintain these machines and the system in which they work in. This includes but is not limited to: maintenance of public and staff computers and servers, network managed and unmanaged routers, firewalls, wiring, Wi-Fi, power supplies, printers, scanners, and software. Software is used for computer reservations, security, the catalog, and checking books in and out. The Library shares files with the City network and they help manage it. We also share an email and phone system.

The in-house internet is different from the City because of E-rate. The FCC collects a fee from phone bills and gives that money back to schools and libraries. We have to have a separate connection to be eligible for this funding. Our connection is about 100 mbps.

Catalog searching has recently changed. Before, catalog searching was subject, title, author. On the Internet, searches typically do not work that way. It has been changed to start out as a broader search and patrons now have the ability to narrow it with options on the side. They can choose type, by collection, Accelerated Reading level, and more.

Early Literacy Stations are computers for child patrons. These computers come pre-loaded with games and programs to teach numbers, letters, colors, shapes, reading, maps, math, geography, and strategic thinking. These are usually gifted to us or funded by grants. They are very popular.

The date of the next Library Board meeting will be May 18.

Meeting adjourned by Dorothy Renstrom at 4:19pm.