

Library Board Meeting Minutes for June 15, 2017

Meeting called to order by Dorothy Renstrom at 3:01pm.

Members present:

Dave Browning
Dorothy Renstrom
Harriet Young

County Supervisor's Office:

Jim Parks, County Supervisor

Staff Liaison:

Heidi Holland, Library Director

Members excused:

Evin Dunn

Other Library Staff present:

Christina Parry, Attorney for the Library
Claudine Taillac, Reference Librarian
Emily Eldridge, Administrative Specialist

Approval of minutes from April 2017 meeting

Minutes approved with no corrections.

Library Policies- Christina Parry

Christina is the Attorney for the Library, presented on three different Library policies. They were Unattended Persons, Community Table, and the Community Room. These policies can be found online at the Library website. This was the first presentation on policies with more to come. The next policies that will be presented will be the Code of Conduct as well as Programming. There was a question on the time frame for Community Room bookings after reading the current policy; Christina acknowledged this section will be re-worded to more accurately reflect the objective of the policy.

Outreach Presentation- Claudine Taillac

There are a multitude of services and resources the Library provides to the community. The Library Reference Department works with Library staff, volunteers, and patrons to make sure these educational resources are accessible.

-Database training- This is the digital Library, resources that are located here are not physically found inside the Library. It is meant to compliment the physical collection. This includes many different programs and trainings offered. For example, trainings are offered to FUSD teachers on how these database resources can help bridge the gap for their students. They can search for trustworthy information on a variety of topics for research, writing papers, or extended learning. They can also look for more obscure items that are not present in the physical collection. Another example: non-profit database resource trainings are offered to teach employees and volunteers of

non-profit organizations how to search for grants.

- Inter-Library Loan- this allows the Library to provide patrons with books and articles beyond our collection. This is connected with a network of other participating Libraries throughout the US. We receive loans as well as give out loaned materials. If books outside of our collection are frequently requested, they will be purchased to add into the collection.

- Technology and Computer Instruction- 400-500 free, one-on-one technology instruction classes are offered at the Library each year. Due to the fact that many businesses and government agencies are going paperless, having basic computer literacy skills is very important. The Library helps with job searches, resumes, and job applications.

- Volunteers- There have been 1,800 hours donated to the Library in the past year, and currently there are more than 60 volunteers helping at the Library. Many of them are assisting with the RFID project and tagging materials. They also assist with grant-funded projects, like the digitization of Library documents.

- Collection Development- Staff in this department work monthly to acquire new materials to add to the collection, based on patron requests and the needs of the community. They also weed the collection periodically and make room for new materials. Weeded materials are selected if they haven't been checked out in a certain number of years.

- Digital Library- This service provides access to Library materials 24/7. Thousands of audiobooks, magazines, novels, and more are downloaded on e-readers, tablets, and phones, and only increasing in popularity each year. This is a huge outreach service due to the fact that the Library is getting into people's hands wherever they are. Many different programs are also offered such as PowerSpeak, a language learning program. Practice exams for all kinds of career paths and educations are accessible online. Because physical materials for preparation are often checked out, they are still receiving the resources through a different method.

-Outreach- The Library is a part of Member of the Coconino County Continuum of Care. They work with many other social and public service agencies in the community to further provide services. The Library works to become a safe space for people using these agencies, like Halo House or Northland Family Help Center. We also work with the Health Department to conduct anonymous and instant result HIV testing, as well as public speakers on different healthcare topics. People are already coming to the Library, so we can offer these other community resources while they are in the building already. They may not be able to access them otherwise or even know what resources they have available to them until they see something like an information table at the Library.

Library Director's Report- Heidi Holland

1) The Teddy Bear Picnic took place at Wheeler Park and was very successful and well-attended. Children bring their own teddy bear, get pictures taken with a giant teddy bear, play games, sing songs, and listen to story times. 79 children attended and likely even more because of the steady attendance throughout the day.

2) The Downtown Library is a part of the Flagstaff City-Coconino County Public Library District. It is the "mother" Library to all the other locations in Coconino County. Downtown works to assist all of these Libraries and their staff when needed. Libraries are also a large hub for tourists, and we do receive funding to assist visitors who come from all different states and

countries. Although tourists cannot check out books, they can make a reservation to use the computers and internet, as well as purchase books through the Friends Book Sale. Tourists are frequently commenting on the beauty and value of the Libraries all over Coconino County.

3) Summer Reading Challenge- This program keeps kids' reading all summer with the intention of keeping them at their same reading level when they left school as when they return. There are fun prizes and games to help kids stay motivated to read when they're not in school. If children can have access to high levels of education throughout the year it helps with community development as well.

4) Free lunches are being offered at both Libraries in Flagstaff for children and adults. They are provided by the Flagstaff Food Bank and St. Mary's Food Bank. A pregnant women commented that a lunch she received at the Library would keep her baby healthy.

5) The Library was present at the community event Veteran's Stand Down, giving out books and cups. Supervisor Parks commented on the other services this event provided veteran's in the community- 400 meals were served; clothing, books, and tents were handed out; haircuts and medical attention were given; IDs and some driver's license were processed and given out; there were even shots and food available for dogs.

6) The annual Friends of the Library Book Sale is coming up at the end of July. Advertising has already begun for this popular event.

7) There will be a volunteer thank you breakfast to thank all of the volunteers at the Library.

Discuss Library Material- "Islam: What the West Needs to Know"

No Library Board members had the chance to watch this DVD yet, but there was a discussion on the censorship of materials in the Library. A warning label such as, "The opinions of this video may not be aligned with the Libraries, etc." was discussed as a possible solution if needed. This topic will be on the next agenda to be discussed again when the material has been reviewed.

Growth Needs of the Library

The East Flagstaff Community Library is enjoying their newest addition of space. It is quite useful to have an extra meeting space when the Community Room is booked. Even the public has access to this space.

Information Items from Board Members

None.

The date of the next Library Board meeting will be August 17, 2017.

Meeting adjourned by Dorothy Renstrom at 4:08pm.