

Library Board Meeting Minutes for August 17, 2017

Meeting called to order by Dorothy Renstrom at 3:02 pm.

Members present:

Dave Browning
Evin Dunn
Dorothy Renstrom
Harriet Young

County Supervisor's Office:

Jim Parks, County Supervisor

Staff Liaison:

Mark Cesare, IT Manager
Will Ascarza, CMS Manager

Members excused:

None

Other Library Staff present:

Linette Miller, Library Specialist
Amelia Mason, Administrative Specialist

Approval of minutes from June 2017 meeting

Minutes approved with no corrections. Dave moved, Evin seconded.

Library Director's Report- Mark Cesare & Will Ascarza

Will Ascarza:

We received a State Library grant last year for \$6,000 for a digitization project. We focused on digitizing 3 collections, over 7,000 documents. Sedona Oak Creek Project, Northern Arizona water history documents, and Arizona historical property surveys. The documents we digitized have been added to the Arizona Memory Project. The website is <http://azmemory.azlibrary.gov/cdm/collectiondirectory>. The State Library encouraged libraries across the state to digitize their historical records and has collected them and hosts the website so everyone can have access to this information.

Outreach Manager, Judy Finney, has retired. Will is supervising the Tuba City Public Library until we get her position filled. Dave asked if any of the outlying libraries have any records that would fit with this project. The Williams Public Library does. Harriet asked if the Pioneer Museum has theirs digitized. They might, but not through us. We will be placing these collections on our website as well and when we do we will break the content down a little bit to make it faster to load. We will do this by either cutting down the file size or lowering the default resolution. There are a couple common content problems that are being worked on at the State Library level.

CMS has been updating records for accuracy. Removing materials that are no longer in our collection, adding the ones that are, generally managing the catalog database. Cleaning up the catalog helps with our Inter-Library Loan program. Where we loan and borrow items from libraries throughout the country.

Mark Cesare:

With the retirement of the Outreach Manager, each of the other managers took on a couple libraries until that position is filled. Holland Christie oversees the East Flagstaff Community Library, Mark does the Grand Canyon Community Library, Will is taking care of the Tuba City Public Library, and Heidi is overseeing the Jail and Forest Lakes Libraries. Dave asked what that supervision encompasses. Anything those libraries need. Payroll, purchases, keeping those libraries vibrant and running.

Carpet is being installed at the Downtown library. We've moved appx 2/3s of our stacks. We've had some help from the City's Facilities department as well as temporary workers. We are using stack movers to move these ranges without having to remove all the books and break the stacks apart. The hours are slightly different for a while, we are opening at noon for a week for safety concerns and easy of moving.

We also went live with our RFID technology. Mark led the group on a small field trip to demonstrate how the technology works.

Dorothy asked for an update on the status of the parking issue. Beaver, Aspen, and Sitgreaves will be metered, as will the south side of Birch (nearest the park). The Library parking lot will not be metered but it will have a 2 hour time limit. We will be keeping an eye on e-book usage as well as programming attendance to see how this impacts our programs.

Growth Needs of the Library

Information Items from Board Members

Supervisor Parks will bring the Islam video that is in question from last meeting to the next one so the Board can respond to that request.

Programming Presentation by East Flagstaff Community Library Staff – Linette Miller

East Flagstaff is planning four types of programs this Fall. The Library is within walking distance of 8 schools and sees an influx of children and adolescents after school. EFCL is a true community library, they serve lots of families, children, and other community members.

Storytimes are offered for ages 0-3 (with older siblings welcome to come as well) these include stories, songs, and age appropriate activities to encourage early literacy skills. We also offer holiday themed storytimes, family movies, special film screening events, like when we did a Beauty and the Beast program.

After-school programming includes Crafty Corner, where children get to make a different craft every week, most have STEM components. These programs also encourage the social component

that helps kids to build those relationships and skills. Another program is Lego Club that has a different building challenge each week. Fridays are Game Days. We have a Wii, X-box, and Playstation 360 and the teens and tweens attend that. We do offer board games if they want them, but generally they seem to prefer the video games.

Program on Monday night called Stitching by the Book, for ages 9+. We get mostly adults for this program. It's a great place for intergenerational skill teaching, as we have both adults and older kids who come to learn and practice these skills. We had a sewing tutorial program as well.

Specifically for adults we have a Computer and Tutoring Program. This is intended so staff or volunteers can give more time to help people with any technology needs they have. These sessions are tailored to the person's individual needs.

We receive a lot of comments and notes from patrons who are grateful for the services we offer. There are five full-time staff at this branch as well as quite a few temporary employees.

Dave inquired if we get a lot of veterans in the Library. We do. Dave told us about a large veteran network that is in this area. They are wanting to come up with a list of numbers and resources as well as a guide to help people recognize veterans. Linette mentioned the resource guides that the library does have.

Mark mentioned that on average every hour that the East Flagstaff Library is open someone connects to the wi-fi every 5 minutes.

The date of the next Library Board meeting will be September 21, 2017.

Meeting adjourned by Dorothy Renstrom at 3:50 pm.