

Library Board Meeting Minutes for September 21, 2017

Meeting called to order by Dorothy Renstrom at 3:00 pm.

Members present:

Dave Browning
Evin Dunn
Dorothy Renstrom

Members Excused:

Harriet Young
Jim Parks, County Supervisor

Staff Liaison:

Heidi Holland, Library Director

Other Library Staff present:

Emily Eldridge, Administrative Specialist

Public Participation:

None

Approval of minutes from August 2017 meeting

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

Library Director's Report- Heidi Holland

1. We have 2 openings on the Library Board. Current Board members are welcome to spread the word throughout the community. There are 2 City positions open. (It was stated in the meeting that there was 1 City and 1 County opening, but this information was incorrect. Apologies).
2. The carpet replacement throughout the public area is nearly done. It was quite an effort and many staff went above and beyond to assist in moving book stacks and furniture. The Circulation work room and the RFID areas still need carpeting. Staff continued to provide Library services to the community during this project. One patron sent a very nice comment commending staff work to the Mayor and City Council.
3. As of September 21, Techlogic will begin building the automation materials being installed for RFID and Automatic Materials Handling (AMH). It will take a few months to prepare this equipment. Approximately one year of this project was spent in negotiations on pricing. This project is mostly being funded through Library savings.
4. The public bathroom remodel started this week. They are closed off and 2 porta-potties are available outdoors for patron use. They can also go across the street and use City Hall restrooms when it is open. The bathrooms are being remodeled to be compliant with current ADA standards. The outdoor ramp remodel will be a future project to also comply with these standards. Once the renovations at the Library are complete, we will have a special opening to display to the community.

5. There are many fun programs coming up at both Libraries:

Banned Books Week will be 9/24-9/30. We will have a Family Game Day with board games and video games and snacks for the whole family.

Lego Club continues to be a very popular program with kids at both Library locations.

Creation Station is a stories and craft program. There is a multitude of classes offer for many different interests. These events assist with both small and large motor skill development in children.

Teen Gaming Night focuses on outreach to teens, who in the past have felt left out and stigmatized due to their age. This program is inclusive and educational.

Story times continue to be offered for both the whole family and toddlers. Upcoming story times will have fall themes. It has proven that the younger children are read too, the easier it is for them to begin reading and develop an extensive vocabulary.

6. The Outreach Manager position is currently vacant after the previous manager's retirement. Heidi is overseeing Forest Lakes and the Jail Libraries. The IT Manager is overseeing Grand Canyon. The Public Services Manager is overseeing the EFCL. The Collections Management Manager is overseeing Tuba City. Filling this position is currently on hold while other staffing needs are discussed. This is a good time for other managers to be getting experience in the County Libraries.

7. The City of Flagstaff and Coconino County have a unique partnership with the establishment of the Flagstaff City-Coconino County Library District. Currently the Intergovernmental Agreement is being revised between the two agencies. Both agents require a separate budget process that the Library goes through each year.

8. Technology and computer instruction are offered on a one on one basis and by appointment only. This ensures that patrons will be working on their own level of experience. During the holidays we see an increase in people who need technology instruction with the new gifts they receive for Christmas.

9. There was a patron complaint regarding a book in the Young Adult Fiction section, called *A Court of Mist and Fury*, by Sarah J. Moss. The patron believes the book should be moved to the Adult section based on sexually explicit content. Even though we do see adults that read YA Fiction, these books still remain in Youth Services. YS staff have issued a statement about the book after reviewing the content and discussing. They believe it should stay in YS. Evin is going to take the book home for some further analysis by a Board Member and a possible recommendation.

10. Nat White, President of the Library Foundation, wants to let the Board know that there is also an opening on the Library Foundation Board. The Library Foundation primarily fundraises for materials and programs and designates funds for these.

11. Dave asks if the County money has specifications for its use. As we are reworking the IGA along with the County, there have been discussions about this. The Library has made efforts to show the County how their money assists the entire County by helping the economy and providing educational and historical experiences.

Growth Needs of the Library

1. Dorothy asks about the possibility of a coffee shop in the Library in the future. It is a possible future project and could also include an outdoor enclosed reading deck. There was also discussion of moving the Friends Book Sale to that area if the project was completed.
2. The Circulation work room is going to be cleared out and carpeted. After that, the Friends Book Sale will be temporarily moved to that area. The Library is hopefully going to work towards establishing some kind of community space for a coffee shop and book sale in either one of these areas.
3. As previously mentioned the ramp remodel is a future project for ADA accessibility. We've been able to have other Commissions come on board to help with landscaping and design, such as Beautification and Arts Commissions.
4. Building separate youth restrooms at the EFCL is also a future goal.

Informational Items from Board Members

1. Dave wanted to mention the Veteran's Coalition that helps veterans access resources and assistance. An example being someone called in need of legal help, and within 24 hours they had someone pro bono to help this person. Dave will get some information, and possibly a training on interactions and customer service with veterans for Library services could happen in the future.
2. Dorothy let the Board know that the Literacy Center is doing a Read-A-Thon next week for Banned Books Week. Volunteers are pledging to read a certain amount as well as collecting pledges from the community. Dorothy will also not be attending the next Board meeting.
3. Evin attended the most recent Boards and Commissions training provided by the City of Flagstaff. The training discussed open meeting law, posting meetings and agendas, records, and conflict of interest.

The date of the next Library Board meeting will be October 19, 2017.

Meeting adjourned by Dorothy Renstrom at 4:05 pm.