

## **Library Board Meeting Minutes for October 4, 2018**

**Meeting called to order by Dorothy Renstrom at 1:00pm.**

### **Members present:**

Dave Browning  
Dorothy Renstrom  
Harriet Young

### **Members Excused:**

Jim Parks, Coconino County Supervisor

### **Staff Liaison:**

Mark Cesare, Interim Library Director

### **Other Staff present:**

Emily Eldridge, Library Administrative Specialist

### **Public Participation:**

None

### **Approval of minutes from August 2018 meeting**

Minutes were approved unanimously.

### **Library Director's Report- Mark Cesare**

1. After an unsuccessful recruitment process for a new Library Director, Human Resources and the hiring panel has decided to wait until after the New Year to restart recruitment. Mark Cesare will remain Library Interim Director.
2. Interviews for the Deputy Library Director will begin on Monday, October 8. Interviews for a new Library Supervisor at the Forest Lakes Community Library will be held on October 10. The Library Specialist position at East Flagstaff Community Library (EFCL) was successfully filled by a pre-existing employee, Felicia Fiedler. She is in library school now. Currently there is a vacancy in Circulation and some of those available hours have been spread between both the Youth Services and Reference desks. When we got our new book sorting equipment this freed up more staff time to work with the public.
3. The County Bookmobile and PALSmobile are moving parking locations. Their current space is used by the Police Department and they need the space. They will now be at the old city fleet yard on Bonita for the next few years. Electricity and Wi-Fi are being set up quickly.
4. The county is going to work on remodeling the Tuba City Public Library to renovate the entire first floor. Currently they are securing bids and vendors for this work. They will have a new service desk, carpet, children's area, cyber lounge, paint, and meeting areas. After 20 years it is due for some fresh updates.
5. Purchasing just approved the Library's PO for architectural services. A conference room will be constructed at the Downtown Library, and children's restrooms constructed at the EFCL. The new conference room will be able to hold 8-9 people, will be able to reservations from the public,

and have a user-friendly TV on the wall. Children at EFCL will not have to share a restroom with adults and instead have their own dedicated space. Harriet asks if there is a protocol for staff when someone is interrupting meetings taking place in the public meeting rooms. Staff are highly trained in this area and anything they cannot handle they will call Flag PD for assistance.

6. Mural Mice is collecting ideas from the community as they will be painting two new murals at EFCL. The teens will get to decide what they want for the new teen room and everyone gets to participate in painting. It is great for community participation.

7. Forest Lakes is getting new street signs to help visitors find the library easier. There is one sign on the turn off to the library in town, and one off the highway. ADOT and the county were instrumental in getting this work completed.

8. Although the Library has still been approved for funding to replace the skylights, this project is going to be pushed back until the spring.

9. The Library also received funding for a security guard at both Flagstaff Libraries. Prior incidents that were considered threatening or serious to staff initiated this request. Purchasing is currently working on getting a scope of work for all other city departments. Hopefully the solicitation process begins soon. Both locations will have a guard present in the afternoons 6 days a week.

10. Downtown is going to be getting security cameras in highly visible places to protect staff and have a record of factual information. EFCL already has cameras installed.

11. The website is going through some changes; currently there is difficulty obtaining the SSL certificate. Staff is aware of this issue and is hoping to have it repaired by the end of the week.

12. A few weeks ago the public scanner at Downtown died; it was a heavily used item. Our new scanner came in yesterday and will be installed soon. The printer vending machines will also be replaced in the near future. We are looking at models that also accept credit and debit cards. Three bids need to be acquired from various vendors before moving forward with purchasing, and that process is currently in motion.

13. The Library has received 30 new computers. They are being evenly split between Fredonia, Tuba City, and Grand Canyon Libraries. These computers are equipped with Windows 10 which will be a learning curve at first.

14. The County Bookmobile, Tuba City, Fredonia, Grand Canyon, and Forest Lakes each received a mini grant in the amount of \$2,500 for S.T.E.M. kits. These kits can include everything from computer programming and electronics to playdoh. Each Library will get to choose the kinds they want based on their individual community needs.

15. We have comment cards for patrons to fill out. One recent comment card was a concern about the changes in how we process self-service holds now. Before, holds were held behind the desk, and now they are out on a shelf alphabetized and patrons can pick them up at their convenience. The concerned patron brought up privacy of others being able to view items others had checked out. Originally the first 4 letters of the last name were displayed, but it was discovered we can limit this to 2 letters. It provides more privacy and it is a good middle ground solution. The Law Library was consulted and confirmed that checkout records legally cannot be shared with anyone but the user. However, until the book is actually checked out, it can remain on the holds shelf and does not violate this law.

16. Now that Mark is more permanent, he wants to change how we do our board meetings each month. Library staff from various departments will come and present on their individual work. If there is anything the board has a specific interest in, these can be brought up at future meetings. Dave has expressed an interest in technology, Harriet in archives, and Dorothy in the Reference desk. This will give the board a chance to provide their feedback. This list can be added to over time.

### **Growth Needs of the Library**

1. Dorothy asked about the ADA ramp project. This project is still in the works with the assistance of other committees in the city, such as the Beautification Committee and city Arts Commission. They will be designing it for us. This likely will not happen until the spring, or worst case scenario next fall. The Library just applied for a grant to install a wheelchair lift in the dock area as there is currently no ADA accessibility in this area.
2. Book sales are ongoing at both Libraries and are ran by the Friends of the Library. Donations are accepted between 10-3 weekdays, and are limited to two boxes per person. These donated items can be added to the collection, the book sale, or the online sales we are now doing on Amazon.com. In other situations we have shared books with other county Libraries or community organizations. Most recently there was an article about our donations of books to the Murdoch Community Center. A collection is also being compiled of children's books for Supai Head Start.

### **Informational Items from Board Members**

Harriet asked if organizations can use the new conference room on a monthly basis. The new conference room will have the same rules as the Community Room. Meeting rooms are needed now more than ever before in Libraries.

**The next Library Board meeting is on December 6, at 1:00pm in Council Chambers.**

**Meeting adjourned by Dorothy Renstrom at 1:29 pm.**