

Library Board Meeting Minutes for March 7th, 2019

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

Members present:

Dave Browning
Dorothy Renstrom
Harriet Young
Matt Ryan, Coconino County Supervisor

Members Excused:

Staff Liaison:

Mark Cesare, Interim Library Director

Other Staff present:

Amelia Mason, Executive Assistant

Public Participation:

Steven Flanagan, Executive Assistant to Supervisor Parks

Approval of minutes from October 2018 meeting

Motion to approve minutes by Dave, 2nd by Harriet. Minutes were approved unanimously.

Library Director's Report- Mark Cesare

1. Hiring Updates: The process for hiring the Library Director is actively underway, hopefully we'll have an update at the next meeting. The library has hired a new Deputy Library Director: Michele Brosseau, who was previously the Supervisor of the East Flagstaff Community Library.

The library recently accomplished a small staff reorganization. We need two staff for Circulation back-of-the-house operations (checking-in, sorting, etc) and two new public service desk positions (direct public service in Youth Services & at Eastside). One half-time cataloging position was eliminated and those hours were reassigned to make two other part-time positions into full-time positions in Reference & Collection Management Services (CMS). We also promoted a Library Page position into a Library Clerk position, this person works on weekends and helps to staff the front desk. The end result is the library has additional staff in direct public services and we saved the City some money as well.

2. Building Project Updates: Progress continues on the EFCL family restroom remodel. The architectural plans arrived yesterday and JOC contractors are being contacted for bids. The renovations at EFCL for the children's safety project are making great progress. The new murals are complete, new carpet is on order, furniture is being selected and ordered.

Architectural plans also came in for the new public conference room at the Downtown Library. We will be meeting with JOC contractors for bids on this project as well. We are also looking for a contractor to replace the apex skylights at the Downtown Library. This is a custom job so the

search is more complex. Once the skylights are replaced we will have the vaulted ceilings sealed and repainted.

3. Security Guard Update: We now have a security guard at both Flagstaff libraries, this started in November 2018. In the first three months, security incidents dropped by 15 over the same period last year. While this is only preliminary data, the effect on staff morale has also been a noticeable benefit to the guards' presence. We are also working on adding security cameras at both libraries, adding to what is already at the Eastside location.

4. Budget Update: Both the City and County are in the budgeting process. The funding requests for the library include making the security guards an ongoing allocation (instead of one-time), replace the boiler at the Downtown library, replace the windows at the Downtown library, and renovate the EFCL public restrooms.

5. Technology Update: The libraries are applying for a new point-to-point data connection between the two Flagstaff libraries. Currently, the City provides this connection, but the City's service is no longer fast enough to maintain the minimum speed we need of 200 Mbps at both libraries.

Demonstration of the catalog search, highlighting the Map It feature.

Growth Needs of the Library

No update at this time.

Informational Items from Board Members

Dorothy was impressed with the flyer of all the library reading groups being offered.

The library board will meet again on April 4th, by that time there might be new board members as the City is review applications for new board members.

The next Library Board meeting is on April 4, at 1:00pm in Council Chambers.

Meeting adjourned by Dorothy Renstrom at 1:19 pm.