

Library Board Meeting Minutes for May 2, 2019

Meeting called to order by Dorothy Renstrom at 1:01 pm.

Members present:

Dave Browning
Dorothy Renstrom
Harriet Young
Kristen Dikeman
Kim Hensley-Owens

Members Excused:

Supervisor Jim Parks, District 4 Coconino County

Staff Liaison:

Emily Eldridge, Administrative Specialist

Other Staff present:

Mark Cesare, Interim Library Director
Michele Brosseau, Deputy Library Director of City Services
Will Ascarza, Deputy Library Director of County Services, County Librarian
Steven Flanagan, Executive Assistant to Supervisor Parks

Public Participation:

None

Approval of minutes from April 2019 meeting

Minutes approved unanimously, without corrections needed.

Library Director's Report- Mark Cesare

1. Patron comment cards are read aloud. Patrons shared that they think the library is a safe place to come and learn and receive information; it is well organized and clean; staff is friendly; they were taught how to use their new Amazon tablet by a Library employee; the Library is very welcoming, clean, and beautiful; "Friendly helpful smiling faces brightened up my day".
2. Announcement: the Library has selected a new Library Director after a nationwide search and two previous unsuccessful recruitments. His name is Jared Tolman and he will start May 20 (NOTICE: since the meeting, his start date has changed to June 3). There was both a Leadership and Employee panel, as well as a Meet and Greet held at the Downtown Library.
3. Presentation by Mark Cesare:
 - The mission and vision statements were shared, along with the Library logo. Currently, the vision statement is unofficial, and Mark invited any Board members to contribute to its formation if they wish. The logo is a Hopi symbol and represents wisdom and strength in the form of an eagle. It was designed by the former director of the Museum of Northern Arizona. The Tuba City Library has their own logo, which contains both Hopi and Navajo symbolism.
 - The Library Board was formed through an Intergovernmental Agreement (IGA) to serve the needs of both the City and County. The Board shall assist with recommendations to the Library

Director, Deputy Directors, City Leadership, and the County Board of Supervisors.

- The City of Flagstaff and Coconino County Free Library District have an Intergovernmental Agreement (IGA) to manage the various libraries in Coconino County and Flagstaff. In Flagstaff, there is the Downtown and East Flagstaff Community Library (EFCL). Flagstaff supports Branch Libraries in Coconino County and they are entirely funded by the County Library District. Branch Libraries include Tuba City, Grand Canyon, Forest Lakes, the County Bookmobile (COBO), and the Correctional Facility. Affiliate Libraries are Libraries with their own municipalities but the Coconino County Free Library District and City of Flagstaff work in partnership with these facilities. Some Affiliate Libraries include Sedona, Page, Fredonia, and the Law Library at the County courthouse.

- County budget process is reviewed. Affiliates are doing well financially. Branch Libraries depend solely on county funding, and there have been some struggles financially. For approximately 10 years, the District has been relying on saved fund balances to sustain themselves and it was much needed during the recession. In the past, when there has been extra revenue from tax allocations, it went into the fund balance. We have not been adding to the fund balance during this time. However, the Library has recovered to the same level of funding as it lost 10 years ago after the recession.

- Money allocated to different Libraries by the County is distributed by a formula that considers the size of the population it serves, building needs, collection size, circulation numbers, and other statistics. The graph displayed shows the allocations of revenue throughout the County.

- Essential services are always funded first. "Essential" includes staff needs and keeping the building open. If revenue collection goes down, we cut from the bottom. Money spent goes into a restricted fund for that Library only. This is where we can save money to anticipate larger purchases, like window replacement or other large projects.

Growth Needs of the Library

Budget update: the Library presented to the County for budget, along with the four possible options previously discussed to address funding at the Correctional Library. They ended up agreeing to option 3: use the Library District Fund balance held by the City to balance the Correctional Facility Budget for the next few years. (This fund is limited and will eventually run out). The County has asked that the Library prepares a 5 year plan going forward. This likely be one of the first projects the new director Jared will work on. Having this plan will provide a better roadmap for future funding requests.

Informational Items from Board Members

Dorothy recommends a book called *The Library Book*; it was featured in one of the Library book clubs recently. Kim asked about statistics and information regarding our book club, which will be added to the next meeting agenda and Director's report.

The next Library Board meeting is on June 6, 2019, at 1:00pm in Council Chambers.

Meeting adjourned by Dorothy Renstrom at 1:45 pm.