

Library Board Meeting Minutes for November 7, 2019

Meeting called to order by Dorothy Renstrom at 1:05 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:

Amelia Mason, Executive Assistant

Other Staff present:

Jared Tolman, Library Director
Michele Brosseau, Deputy Library Director of City Services
William Ascarza, Deputy Library Director of County Services, County Librarian

Public Participation:

None

Approval of minutes from September 2019 meeting

Minutes approved unanimously, without corrections needed.

Library Director's Report- Michele Brosseau

1. The Inter-Governmental Agreement between the City of Flagstaff and Coconino Community College for the purpose of renting the East Flagstaff Community Library space will be presented to City Council soon. The IGA is for a four and a half year period, to take us through June 30, 2024.
2. The apex skylights were replaced in the Downtown library last month. The old ones were yellowed, which affected the light that came in; now it is much brighter inside. The new skylights are also sectioned so if one does get damaged it will be possible to replace that specific piece instead of the whole thing. They are watertight and we came in under budget for this project.
3. Our public computers are currently set for 2 hour sessions for patrons with a library card, one hour for non-library card holders, with the option to purchase additional time for a dollar per hour. When our computers were originally set up, they were busy all the time, with people waiting for one to be open. Now, thanks to wi-fi and own devices, we rarely have all of our public computers in use at one time. We are considering increasing these time limits and would like feedback from the board. The board felt that we should let everyone have 2 hours initially with

the option to request more time after that for no additional cost. We will review our policies and make adjustments based on this feedback.

4. The Library Foundation is in need of new members. If the board members could spread the word to their communities, it would be appreciated it. The Foundation does an annual letter campaign to request donations, but other options are available to them if they are interested.

Library Projects Needed From the Community

Library staff wanted to take this time to ask if the board has any specific needs they have seen in the community that they think we should address. Dorothy recommends we conduct a survey of our patrons to get their feedback on this topic. We do have the option to do this and can in the future.

The board requested an update on the library hours. They have not changed yet, we are in the process of settling on a proposed schedule. The Library supervisors reviewed it recently, and we will be taking it to City Leadership next. The timeline for implementing any changes, if approved, is roughly at the end of winter. Right now we are considering the following hours:

Flagstaff Public Library (Downtown)

Mon-Thurs 9 am – 8 pm

Friday 10 am – 6 pm

Saturday 9 am – 5 pm

Sunday 9 am – 2 pm

East Flagstaff Community Library

Mon-Thurs 9 am – 8 pm

Friday 10 am – 6 pm

Saturday 9 am – 2 pm

Sunday 9 am – 5 pm

Harriet recommended that we offer voter registration forms on the Bookmobiles as they are making their rounds in the county and city. We have the forms available at the libraries, but we will add them to the Bookmobile as well.

The library is partnering with the State, County, and City to provide Census information, answer questions, and provide computer access for people to fill out the census online. There will be a recruitment table at the library to find people to be census takers. We have several laptops from the State library that will be taken to remote locations to help people register and fill out the census. We will provide wi-fi access to those areas that don't have the signal available for this endeavor.

Dorothy recommended partnering with the Literacy Center, to get them more involved with the library. Michele was able to speak to how she recently met with the Literacy Center and they have several volunteers who can come and help with our computer help tutoring. We are also working on displays so we can advertise at the library for the Literacy Center and vice versa. The East Flagstaff Library is also working on a partnership where adults can come to the library to attend a Literacy Center workshop, while any children can participate in a program, and then have both groups come back together to do a shared activity.

The Board inquired about the Spanish book club. It doesn't have a large group of people attending yet, but it is growing. More people who are interested in learning Spanish as a second language have been attending, so our focus has switched from full books to short stories. We also

have a new volunteer to help run the club, a professor at NAU. Harriet recommended reaching out to County Supervisor Liz Archeleta to possibly help build this more.

Dorothy identified local nursing homes as a population that is unable to come to the library. She thought it would be nice to organize small reading groups for these residents. Will mentioned that the County Bookmobile does make stops at two of these centers for monthly performances. It was pointed out that the bookmobile is not currently wheelchair accessible due to mechanical issues with the lift. Kim thinks having an accessible bookmobile should be a high priority. Dorothy recommended we create small book kits for these facilities. Michele mentioned that our Reference Supervisor has a background that includes holding book clubs at senior facilities. We also have another staff member who is working on getting decade-specific music on mp3s.

Dorothy also recommended that we advertise our online resources, including how to search for them. Perhaps we should have a learning session on how to use these resources.

The next time the Friends of the Library has either their annual book sale or the Copper Quill Luncheon the Board would like to be notified.

Kim asked if the library is able to change the way we currently log reading time for the Summer Reading Challenge. Michele explained that we are, because the online program is offered by the State Library and we cannot make large changes to the system; but we do offer paper logs for those who do not want to use the online system.

Dorothy wondered what programs, progress, and other activities we see other libraries doing? Jared said he can bring this information to a future meeting. He mentioned that when we do large decisions, or policy changes, we look to other libraries in the state as well as the country to see what is being done and make sure we are following best practices.

Kim inquired if there is any tracking mechanism for when someone searches the Libby app for an item. If there is, that would allow us to see what people are interested in. Michele answered that the system does not do that, but patrons can request titles we don't have for purchase.

Kim asked for an update on the ILS. Jared is still in the process of compiling paperwork to send to the City's purchasing department so they can start the request for proposal process.

Dave requested an update on the County Libraries who are experiencing budget issues. Last year, the Library Director requested an increase from the County Board of Supervisors. They requested we create a five year plan. This is in the works and once we have it created, we will bring it to the Library Board for your input. We have been reviewing the budgets for the Branch Libraries that are experiencing these difficulties in an attempt to bring them more in line. One of the libraries in this predicament is the Tuba City Public Library; part of what is causing issues for them is the large number of break-ins they have been experiencing and the money that has to be spent to repair damage and secure the building.

Growth Needs of the Library

None

Informational Items from Board Members

None

**The next Library Board meeting is on January 2, 2020 at 1:00pm in Council Chambers.
There is no meeting in December.**

Meeting adjourned by Dorothy Renstrom at 1:53 pm.