

Library Board Meeting Minutes for February 6, 2020

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

Members present:

Dave Browning
Dorothy Renstrom
Kristen Dikeman
Kim Hensley-Owens

Members Excused:

Supervisor Jim Parks, District 4 Coconino County
Harriet Young

Staff Liaison:

Emily Cain, Staff Liaison

Other Staff present:

Jared Tolman, Library Director
Leland Jones, Executive Assistant to Supervisor Parks

Public Participation:

None

Approval of minutes from November 2020 meeting

Minutes approved unanimously, without corrections needed.

Library Director's Report- Jared Tolman, Library Director

1. Patron computer sessions have been extended. They will now be 60 minute sessions with the opportunity to renew the session up to three times (if there isn't anyone waiting). There has been positive feedback from patrons so far. It is helping people with business, school, job searches, and more. For state statistical purposes, the Library keeps record of these sessions.
2. The Friends of the Library Amazon book sale has been a success. When the Library receives donations, Friends volunteers sort through materials to decide what we should sell here at the Library and what should go on Amazon. Materials typically sold on Amazon are rare or special edition books and other specialty/hobbyist materials. So far, they have made \$8,000 this year from selling on Amazon alone.
3. The Tuba City Library is in the midst of a long-awaited building renovation. Next month we will show finalized photos. There is an unused stairwell that is being removed to add more floor space, a small office, and a janitor's closet. This office can also be used by the sheriff which will benefit the Library by having a police presence. With the addition of security cameras all around the facility it is hoped these measures will reduce the amount of break-ins. Carpet has been laid, new furniture has been assembled, and the stacks have been rearranged. On Monday February 10 they will be moving to the exterior for renovations outside.
4. The Library has started checking out "Binge Boxes". They are a collection of movies with

related subject matter. For example: there could be a Shark Week box with the box containing the movie Jaws. For Valentine's Day, there will be boxes for romance materials. So far they are popular and are being checked out quite a bit. It also helps to increase circulation numbers for items that aren't getting checked out as frequently.

Presentation of IFRs (Increased Funding Requests)

- Every year, each department goes before the City budget team to discuss which items they want extra funding for in the budget. We would like to have the Library Board's approval on the requests we will be making this year.

- Some examples of IFR funds being used at the Library are the new skylights, paying for databases, renovations, and the new conference room.

- This year we are asking for ongoing funds to continue having the security guards at both branches. We only received one time funding last year. This request will be for a total of about \$90,000. We will also be requesting additional funds to replace the windows throughout the entire Downtown Library, as many of them have broken seals and faulty weather stripping. We asked for funds last year and received \$400,000 and this year are asking for an additional \$600,000. The quote for the work is close to \$1 million. This will be a one-time cost.

- The Library is looking ahead to the future for planning. The Grand Canyon Community Library is only occupying a small space of the National Forest Service building and it would greatly help to have a little more of that space for expansion. It is also a possibility that we will be looking for either a building or piece of land in the far future for the East Flagstaff Community Library. The Downtown Library parking lot needs to be repaved and repainted. The front entrance project to create an ADA accessible entry to the Library will be happening soon. There have also been talks to install a café at the Downtown Library, which would sit in the glass atrium (office) area close to Youth Services. Dorothy asks if these items are requested by our patrons. The parking lot has certainly been a popular request. A café would bring in additional revenue. The Library garage door goes through a lot of wear and tear and staff would definitely appreciate a replacement when the time comes.

- Currently the Library does have funding for some maintenance projects. At the Downtown Library there is popcorn ceiling and it has become dirty and discolored over time. We will be painting the ceiling to rectify this issue. It has been tested for the presence of mold and asbestos, and came up negative for both. The East Flagstaff Community Library will be having its public restrooms renovated in the next two months.

- Dorothy asked more about the need for security guards-what is the state of incidents occurring at the Library? In the winter incidents increase. We did analyze whether the guards were helping reduce incidents and the number of incidents is about the same across the board for minor and major incidents. However, 911 calls have decreased and guards are handling more incidents now instead of staff, freeing up time for them to do more Library work. Guards are present during the times of day where the number of incidents is usually the highest.

- The board unanimously voted to approve all of the Increase Funding Requests presented.

Growth Needs of the Library

None, as they were covered in the Library Director's report and IFR presentation.

Informational Items from Board Members

Kristen asked if there is a program where the Library checks out discounted passes to places such as the Museum of Northern Arizona. Currently there is not a program but a note has been sent to staff for further inquiry.

The next Library Board meeting is on March 5, 2020 at 1:00pm in Council Chambers.

Meeting adjourned by Dorothy Renstrom at 1:36 pm.