

Library Board Meeting Minutes for June 4, 2020

Meeting called to order by Dave Browning at 1:07 pm.

Members present:

Dave Browning
Kristen Dikeman
Kim Hensley-Owens
Dorothy Renstrom
Catherine Moore

Members Excused:

Supervisor Jim Parks, District 4 Coconino County

Staff Liaison:

Amelia Mason, Staff Liaison, acting

Other Staff present:

Jared Tolman, Library Director
Stacy Fobar, Deputy City Clerk
Michele Brosseau, Deputy Library Director
Heidi Hansen, Economic Vitality Director

Public Participation:

None

Approval of minutes from February 2020 meeting

Minutes approved unanimously as written.

Library Director's Report- Jared Tolman, Library Director

1. The Tuba City Library renovation is completed. Jared shared a presentation showing the construction that was done. Included in this project was the removal of an unused stairwell, replacement of the carpet, expansion of the children's area, and better lines of sight for the staff. Downstairs, we took the additional space where the staircase was located and added a janitorial closet and a small office. The space has been well received by the public and we are pleased with the work that has gone into this project. Will Ascarza, the Deputy Library Director for County Services, was instrumental in this accomplishment, as were the Library staff.
2. The FY2021 Budget was presented to the Coconino County Board of Supervisors. The intention was to present to the Library Board first, but due to the COVID-19 crisis and meeting cancellations we were not able to do so. Jared shared that presentation now.

The presentation included information on the funding for the county branch and affiliate libraries compared to their needs. The Detention Center Library is the only one who is unable to cover the costs of their program within their budget. After Jared presented this information to the Board of

Supervisors the County Jail presented and said they may be able to help us to cover this shortfall in the future. We are hopeful their contribution will help this library become solvent.

Jared shared the history of the library funding over time and showed the use of the fund balance to keep our libraries as whole as we could during the last recession. He also reviewed the restricted fund balances of each of the branch libraries and what we are saving these funds for. Amelia clarified that the balance shown in the 5th column for the Detention Center is how much that library is over-budget, this amount carries down to the Library District Fund Balance line which covers that overage from their overall fund balance.

He also shared the statistic information from the last several years.

3. The East Flagstaff Community Library started a renovation for the public restrooms and this project was completed during the current closure.

4. The change to the Library hours that were previously presented to the Library Board was presented to the City Council on Tuesday, June 2 and they were in support of the adjusted hours. Jared reviewed the process staff used to solicit feedback from the community as well as their response and our reasoning for our decisions. Our new hours will be as follows:

Downtown Library		East Flagstaff Community Library	
Monday – Thursday	9 am – 8 pm	Monday – Thursday	9 am – 8 pm
Friday	9 am – 6 pm	Friday	9 am – 6 pm
Saturday	9 am – 5 pm	Saturday	9 am – 1 pm
Sunday	9 am – 1 pm	Sunday	9 am – 5 pm

These hours will go into effect once we are reopened to the public as normal.

5. During this time, we are providing curbside hold pick up, library reference over the phone, as well as many e-resources including two new offerings: Hoopla & Kanopy. Kristen expressed her appreciation to the staff for making the curbside pickup available. Dave asked how we are handling our material that is returned. Jared informed that we currently quarantine all returned items for more than 72 hours in order to allow any potential virus on the material to die before we let anyone else check out that material. We also require our staff to wear gloves and masks.

6. Jared asked if the Library Board has any specific things they want included when it comes to the front entry way of the library. Dave recommended a small committee made up of board members to review it and make a recommendation. Kristen agreed that the board needs some more time to view this front area and see if there are specific ideas we have. Heidi Hansen recommended including Eliza Kretzmann, the Beautification, Arts & Sciences Manager, in our next meeting and that we review the items that we are needing to do to get the library compliant with ADA. Jared mentioned that both the sidewalk near the accessible parking spots and the ramp leading up to the library is not currently ADA compliant, but we can go into more detail next time. He will ask Eliza to attend our next meeting so she can hear our feedback and share some of her thoughts.

Growth Needs of the Libraries, Affiliates, and Branches

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

Informational Items from Board Members

Catherine wondered if we have an update on when the library will be opened. Jared let the Board know that decision is up to the Mayor and City Council. On Tuesday, June 2, the Council adopted a reopening plan that was presented by the City Manager. We are currently on phase 2 of the reopening plan, the library is part of phase 4. There was a lengthy discussion regarding when it might be safe to move into phase 3, and what indicators they are looking for. When the City does move to phase 4, the library has a staged approach of how that reopening may look and can share that with the board at our next meeting.

The next Library Board meeting is on August 6, 2020 at 1:00pm in Council Chambers.

Meeting adjourned by Dave Browning at 1:57 pm.