

Library Board Meeting Minutes for January 7, 2021

I. Called to order at 1:05 by Dorothy Renstrom

II. Members present:

Dave Browning
Kim Hensley-Owens
Harriet Young
Dorothy Renstrom
Catherine Moor

Other staff present:

Jared Tolman, Library Director
Richard Tutwiler, Deputy Library Director of City Services
Mark Cesare, IT Manager
Emily Cain, Administrative Specialist

III. Recommended Protocol for Members and Other Participants in the Virtual Meeting: cameras and mics turned off; use the raise your hand feature in Teams to speak; utilize the chat and the staff liaison will monitor the chat

IV. Public participation: none

V. Approval of minutes from October 2020- Minutes approved with no changes needed.

VI. Election of a new Library Board Chairperson –no one wanted to do it basically

VII. Reports:

Library Director's Report-Jared Tolman

- a. What would the board like to see the Library do moving forward? Harriet works with AAUW (American Association of University Women) and they have discussed how to move forward recently as well. Harriet shared

that she believes that we as public individuals need to do outreach that specifically highlights citizenship and supporting our community, especially after recent world events. The Library should be a part of our community. None of us are islands. Doing good in the community and getting them engaged with what's going on will help our community. Harriet stated a few examples, such as having a book exhibit on presidents during the inauguration to revitalize excitement for our country. Kim asked what we are moving away from in our mission and what will be different? Jared answered that we aren't necessarily changing our mission, but rather coming up with a multi-year plan for the future, so we can understand where to focus our efforts in the community.

- b. Update on Library with COVID: Richard Tutwiler- The City has moved back into Phase 2 of its COVID safety plan. When cases were going down, the Library was open Monday through Friday 10am-2pm, with slightly different hours for East Flagstaff Community Library (EFCL). When cases were low the Library set up 5 computer carousels for 45 minutes, with 5 minutes in between for cleaning. We did this successfully for 2.5 months. The community was happy with this service but we had to scale back as cases surged again. We want to re-open the service to the public as soon as we are safely able. People need this computer access to contact family and apply for jobs, pay bills. Andrea Barrantes will be trying to let people know what resources are still available as the new Outreach Librarian. Usually the Outreach Librarian goes out into the community but not currently with COVID. Catherine asked if we could streamline the process of putting books on hold and pickup, as she has experienced waits for her holds to be available. Our next phase is limited access, so we won't be able to let patrons come into the facility just yet when checking out books, now put on hold, pickup at curb. Week or two to get your hold. Can we stream line the process, show up ourselves like computer people. City Council is controlling the phases and what they look like. Richard also wanted to share a comment we got last day of the computers being open: a man was using the computers before we had to scale back for COVID. When Richard informed him the service was no longer going to be available for the time being, he said he didn't need it anymore, because he used the computers to find a job. He was only coming in the last day to print out his offer. A great example of the impact we have.

- c. Will Ascarza, County Librarian: Grand Canyon Community Library (GCCL) and Forest Lakes Community Library (FLCL) are closed to

public but offering curbside services. Tuba City Public Library (TCPL) is also offering services curbside. We are being cautious because of the high number of cases on the reservation. The windows were recently tinted at TCPL, will make it cooler inside the building. FCLC is going through a front exterior renovation. The Chevelon-Butte school board is improving access to the front entrance.

- d. Mark, IT Manager: Update on ILS. The ILS is our Integrated Library System. It's the software we use to manage accounts, check ins and outs, etc. We currently use Sirsi Dynix, and our new ILS, Bywater Solutions, was selected through the formal RFP process. IT can get into the Library's system and change any level of coding we'd like to, which allows for more flexibility. Mark provided visual examples to show some of the things we can do in the new system. Its open source and we are only paying to prevent theft software. Previously we have had to pay for upgrades with Sirsi Dynix, and with Bywater Solutions, those upgrades are now included.

Growth needs- LINKS- Kim doesn't think these are a good substitute for Overdrive, and may not be worth making an entire change for this reason.

ADA front entry project. The Library is asking, is now the right time to do this project? But these funds are already earmarked for this project. The Library must address the ADA requirements we need to make to upgrade the entrance. Jared has consulted with the accessibility committee and the design firm, WLB, will be drawing up these plans.

VIII. Action items-N/A

IX. Informational items for board members- N/A

X. Agenda for future meetings- Voting on a new chairperson for the Board. New members. Jared links discussion.

Next board meeting is February 4, 2021 at 1:00pm

Adjourned at 2:06pm by Dorothy Renstrom