

MINUTES OF THE  
LIBRARY ADVISORY BOARD MEETING  
HELD Monday, October 17, 2016 at 6:00 P.M.  
IN COUNCIL CHAMBERS AT CITY HALL  
118 ARIZONA STREET, BISBEE, ARIZONA

ROLL CALL:  
BOARD MEMBERS

CINDA COMBS (EXCUSED)  
WILL GRONLUND  
JENNIFER JOHNSON  
KAREN JUSTICE (ABSENT)  
SUSAN MATTHEWS  
JOAN REICHEL  
DORIS WELLS (ABSENT)

CITY COUNCIL LIAISON: SHIRLEY DOUGHTY, WARD 3  
CITY STAFF: JASON MACOVIAK - LIBRARY MANAGER  
ALISON WILLIAMS - PROGRAMS COORDINATOR

THE FOLLOWING WAS DISCUSSED, CONSIDERED, AND/OR DECIDED UPON AT THIS MEETING.

1. **APPROVAL OF MINUTES.** Minutes of the JULY 18, 2016 meeting were approved as written.
2. **CORRESPONDENCE AND COMMUNICATIONS.**

Mr. Macoviak noted that the date for the Personal Paperback Fundraiser for the Friends of the CQ Library was set for Sunday, November 6<sup>th</sup> from 2 - 5 at Café Roka.

3. **CALL TO PUBLIC.**

There was no call to the public.

**OLD BUSINESS.**

4. NONE

**NEW BUSINESS.**

5. STATE OF THE LIBRARY REPORT FROM THE LIBRARY MANAGER

A. Statistical Report - Mr. Macoviak presented statistics for the first quarter. He pointed out that circulation of items had increased dramatically from the previous year (2015), especially in the children's departments. He explained this increase was most likely due to the library card registration partnership with BUSD.

B. Staffing Report - Mr. Macoviak reported that staffing remained at 1 full-time and 2 part-time employees. He also gave an update on all the hard work that the volunteers were doing at the library, including the "Saturday Cleaning Crew" who worked weekends through September cleaning and refinishing the woodwork on the 2<sup>nd</sup> and 3<sup>rd</sup> Floors.

C. Programming Update - Ms. Williams distributed and discussed the October 2016 program schedule and highlighted some of the new programs going on at the library, included the Qi Gong Class and Bellydance Classes taught by Yotaki; the Adult Computer Literacy Classes taught by Doris Wells; and the Art/Craft workshops that were being planned for November and December; and the TedTalks presentations on Customer Service that will be held at the Library.

D. Budget Update - Mr. Macoviak stated that the budget was on target for the first quarter and that the city was currently in a spending freeze.

F. Other - Mr. Macoviak talked about the library's plans to create a larger and comfortable Reading Room on the 2<sup>nd</sup> floor. He also discussed the partnership with the BUSD Shop Class and the Friends of the CQ Library to rebuild the Friends' Bookstore. Ms. Reichel distributed the Friends' "Thank You" card designed by Ms. Williams. She also gave an update on the Friends' Altered Books Show and the upcoming Chocolate Tasting. She also noted that a new plaque was added to the library that held the names of Sustaining Friends Members. Ms. Doughty thanked the library staff for all the hard work they were doing.

6. **FOR THE GOOD OF THE ORDER.** The next LAB meeting will be held January 23, 2017.

7. **ADJOURNMENT.** The meeting was adjourned at 6:48 pm.