

**MINUTES OF THE
LIBRARY ADVISORY BOARD MEETING
HELD Monday, July 16, 2018 at 5:30 P.M.
COUNTY CHAMBERS (BOARD OF SUPERVISORS)
1415 MELODY LANE | BUILDING G | BISBEE, AZ 85603**

**ROLL CALL:
BOARD MEMBERS**

CINDA COMBS (CHAIR)
WILL GRONLUND
JENNIFER JOHNSON
SUSAN MATTHEWS
JOAN REICHEL
DORIS WELLS

CITY COUNCIL LIAISON: BILL HIGGINS, WARD 1
CITY STAFF LIAISON: JASON MACOVIAK - LIBRARY MANAGER
ALISON WILLIAMS, LIBRARY PROGRAM COORDINATOR

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

1. **APPROVAL OF MINUTES.** Minutes of the April 16, 2018 meeting were approved as written.

2. **CORRESPONDENCE AND COMMUNICATIONS.**

Mr. Macoviak noted that the date for the 8th Annual Altered Books Show was set for Saturday, August 25 from 5 - 8 PM and would be held at the Central School Project. He noted that submissions for the show were due on Thursday, August 23 at 5 PM at the Central School. He encouraged everyone to come out and support the Friends of the Copper Queen Library.

3. **CALL TO PUBLIC.**

There was no call to the public.

OLD BUSINESS.

4. NONE

NEW BUSINESS.

4. STATE OF THE LIBRARY REPORT FROM THE LIBRARY MANAGER

A. Statistical Report - Mr. Macoviak presented statistics for the 2017-2018 year - 59,155 items circulated, 37,314 adult patron visits, 3,427 juvenile patron visits, 4,399 adult program attendees, 769 juvenile program attendees, 5,422 public internet users, and 700 volunteer hours worked. Graphs were distributed comparing data from 2017-2018 to 2015-2016. He noted that the Children's Library saw a dramatic increase in checkout between the two years, with 6,118 more checkouts (10,690) this year compared to that of two years ago (4,572). He also noted that overall, the Library checked out 13,986 more items this year (59,155) than that of two years ago (45,169). He also gave credit to the new Seed Library which checked out 411 seed packets since its launch in March.

B. Staffing Report - Mr. Macoviak reported that starting July 1, 2018, Ms. Williams was now at 40 hours/week with full benefits. He also reported that the Library was ready to interview for the grant-funded Library Outreach Specialist. He stated that he would be meeting with the Personnel Director to proceed. He also reported that a new 10 hour/week part-time library assistant was added into the budget by Mayor and Council for this fiscal year that would enable the Library to open back up on Saturdays. He thanked Bill Higgins and the rest of the Council for their support. Mr. Macoviak stated that he would be meeting with the Personnel Director for assistance in proceeding with posting the job and hiring someone.

C. Programming Update - Ms. Williams updated the Board with current programs at the Library. She highlighted the new Mobile Hotspot Printing Service that allows patrons to send prints to the Library's printer using their phone, tablet or laptop. She also noted that the Library received a generous donation from Sloane and Danielle Bouchever of six new pickleball sets that may be checked out of the Library. She also stated that they were intending to donate Bocce Ball sets to the Library so that people could check them out to use on the City's new Bocce Ball Courts in Vista Park.

D. Budget Update - Mr. Macoviak gave an update on the new Budget for 2018-2019. He stated that the new Budget reflected Ms. Williams being moved from part-time (30 hours) to full-time (40 hours with full benefits) and a new 10 hour/week part-time position to have the Library open up on Saturdays again.

E. San Jose Literacy Outreach Project Update: Ms. Williams gave an update on the San Jose Literacy Project: She stated that the Library received over \$25,000 from an Arizona State Library

Grant (LSTA) to help with the finishing touches of the space, which will include an outdoor book drop, 5 computers, furniture for both children and adults, and more library materials. She stated that the Library was intending to hold a series of open-houses for volunteers and community members sometime in September.

F. Other: Ms. Williams gave a report on her time spent at the Summer Library Institute in June, which is hosted by the Arizona State Library for library workers who do not have their Master's Degree in Library Science. She stated that one of the ideas that came out of the experience was to conduct a Community Conversation at the Library which will allow Bisbee Citizens to voice their wants and needs and to create a dialogue in the community. She said that the first Community Conversation was scheduled for Tuesday, July 24 at 5:30 PM at the Library. She invited everyone to attend and participate.

Ms. Williams also asked the Board for their assistance in helping the Library write a five-year Strategic Plan. Mr. Higgins stated that the Council was going to be working on their own Strategic Plan for the City and that he thought it would be a great idea if the Library could add their own plan to the City's. Ms. Combs stated that she thought it was a great idea and that she would be happy to assist. Ms. Williams asked if it could be placed on the agenda of the next meeting for discussion. The Board agreed that this was a good idea.

6. **FOR THE GOOD OF THE ORDER**. The next LAB meeting will be held October 15, 2018 at 5:30 PM.

7. **ADJOURNMENT**. The meeting was adjourned at 6:10 PM