

MINUTES OF THE
LIBRARY ADVISORY BOARD MEETING
HELD Monday, October 19, 2020 at 5:30 P.M.

****VIRTUAL MEETING****

THIS MEETING WAS HELD VIRTUALLY WITH GOTOMEETING.COM

**ROLL CALL:
BOARD MEMBERS**

CINDA COMBS (CHAIR)
DONNA WIRTEL
JENNIFER JOHNSON
JOAN REICHEL - **ABSENT (EXCUSED)**
WILL GRONLUND
ANGELIKA JOHNSON
NANCY SHAUL

CITY COUNCIL LIAISON: BILL HIGGINS, WARD 1 (ABSENT)
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 January 13, 2020 meeting were approved as written.

2. CORRESPONDENCE AND COMMUNICATIONS.

There was no correspondence or communications.

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 - SLIDE SHOW

Mr. Macoviak presented a slide show of the Copper Queen Library's Pandemic Response, which included statistics, projects completed, and projects in the works.

Mr. Macoviak announced that the CQL won the following awards for the Herald/Review's Best of Bisbee 2020 : 1st Place for Best Attraction/Museum, 2nd Place for Best Customer Service. He also mentioned that the Friends of the Copper Queen Library won 1st Place for Best Event/Festival and 3rd Place Best Non-Profit/Charity.

Mr. Macoviak discussed the new role of the Library's Balcony, since the library building has been closed due to the pandemic : Library holds pickup table, Bisbee Science Lab pickup table, Bisbee visitor information kiosk, and internet hotspot using the library's new WiFi Extender. He also mentioned that the CQL was working with StepUp Bisbee/Naco to install electrical outlets along the balcony so that patrons could plug in their devices while they used the WiFi and that they were also working with the City's IT (Executech) to configure the library's new chromebooks so that patrons could check them out to use on the balcony.

Statistical Report : Mr. Macoviak gave the following report on library statistics : Curbside checkouts from May to October were as follows : May, 553/June, 1512/July, 1954/August, 2500/September, 2497. He also reported the following interlibrary transfers : May, 0 (no county courier service)/June, 307/July, 603/August, 607/September, 805. He also gave the following report on eContent circulation : CQ patrons checked out a total of 3,214 eTitles, including 181 youth titles. This was an increase of 47% overall from 2,187 circs during the same period in 2019. Youth circulation, while still modest, increased 72% from 105 checkouts during the same period last year. He noted that with the Cochise County Library District's new reciprocal lending agreement, that Patrons can now access the eCollections of 8 Arizona Libraries, giving them access to more than 140,000 titles + 12,000 titles held by Cochise County. He also reported that RBDigital, the library's eMagazine platform, now had 3700+ digital magazines available for download. He stated that this included Spanish and international titles, and that there were no patron limits and no returns. Ms. Angelika Johnson asked if there were any plans to open the library for in-person

browsing. Mr. Macoviak stated that there were no immediate plans to open the library building and that staff was working hard to help patrons access the information they needed, including advertising newly acquired materials and keeping everyone up-to-date with a new weekly newsletter which already has over 500 subscribers. Mr. Macoviak stated that he discusses the status of the CQL each week with the City Manager, and that all public city buildings remained closed until further notice.

Staffing Report - Mr. Macoviak was happy to report that all staff were still working their regular hours during the pandemic.

Programming Update - Ms. Williams gave an update on programming at the CQL. She stated that all of the library's programs had become virtual during the pandemic, and that programs were being archived on the library's new YouTube Channel. Mr. Macoviak noted that at the time of the meeting, preschool programs had already garnered over 1346 views. He explained that the preschool programs included virtual story times and local children's authors readings. He also stated that over 560 Brown Bag Craft Kits had been picked up from the Library's Balcony and the Annex. Ms. Williams discussed the CQL's adult programming via Zoom, and noted that over 216 patrons have already registered to participate in the programs. She noted that the library was archiving some of its Zoom programs and uploading them onto the YouTube Channel so that people who missed the live opportunity, could catch up and view the videos on their own time. She also discussed the creation of Health and Wellness videos, which include yoga, qi gong, meditation, and belly dance videos from Yotaki, a patron of the CQL who taught these classes at the library over the past four years. Ms. Williams gave an overview of the CQL's Summer Reading Program, which was created as an 8-week subscription service this year, due to the pandemic. Despite the pandemic, the CQL registered over 75 youth patrons for the program and sent out over 675 packages, thanks to a donation from Doug Dunn and Donna Gaab to cover postage costs. She also described the CQL's Seed Subscription Service that registered over 80 participants and sent out over 820 packs of seeds this spring.

Special Projects : Ms. Williams discussed the CQL's wellness initiative to create 800 mental health and wellness bags for every school student at the BUSD and homeschooled student in Bisbee. She reported that the project was made possible by a grant from Arizona Complete Health and the extra funds from the Friends. She explained that the bags would be completed by the end of November/beginning of December and distributed to each school. She noted that the bags would include things like : stress balls, masks, books, bookmarks, earbuds, and more. Mr. Macoviak added that the library was continually adding more materials for mental health and wellness and promoting them on facebook and in the weekly newsletter so that parents and kids could participate. Ms. Wirtel commented on the importance of such a project and said that she would connect staff with a potential partner.

Ms. Williams also discussed the CQL's take home craft kits for adults that would fill the void of the library's usual in-person holiday workshops. She noted that these kits were sponsored by the Friends and would be available for October (Day of the Dead Embroidered Felt Skulls), November (Stained Glass Die-Cut Holiday Card Project) and December (Papier Mache "Faberge" Holiday Lights Project).

Budget Update - Mr. Macoviak reported that no budget cuts had yet been administered by the City Manager. He also reported on the following grants the CQL received over the past several months : LSTA Grant Teen/Annex grant (\$4000 to purchase teen materials for the Annex); LSTA Cares Act Grant (\$4000 for technology equipment and hotspot contracts); LSTA Cares Act Grant PPE (hand sanitizer, gloves, masks); FireWise Gardening Collection (\$1000 for Children's & adult materials on desert/firewise gardening, landscaping, & hardscaping); SHPO grant (\$20,000 with matching City funds of \$13,000, for a Historic Structural Building Assessment for the library building).

Facilities Update - Mr. Macoviak discussed current projects that the library was working on concerning the main library building and the Annex.

Building Sign : Mr. Macoviak stated that the sign designed by Ben Dale and commissioned by the Friends was near completion. He reported that the Public Works Dept. would help hang the sign over the front stairs of the Building.

Bathrooms : Mr. Macoviak gave an update on the remodeling of the two bathrooms. New tile and sinks were installed by Dale Miller and Justin Piper and paid for by a Library Bequest.

“Stained Glass” Art : Mr. Macoviak reported that he worked with Bridget Shanahan to create a window film in the style of stained glass for the library’s stairwell window. He noted that this was also paid for by a Library Bequest.

Roof/Ceilings : Mr. Macoviak was happy to report that the roof of the CQL was finally repaired and resurfaced by the City Public Works Dept and that the 3rd floor ceiling damage was fixed by Old Bisbee Enterprises.

Annex Expansion : Mr. Macoviak reported that library staff had created an adult library in a second classroom at the Annex. He thanked BUSD Superintendent Tom Woody for his support and generous opportunity that he has given the library in the new space. He reported that the new space gave staff the opportunity to create a teen lounge/library in the original space.

Annex Mural : Ms. Williams described the mural project at the Annex, which is awaiting the last phase which will allow youth library patrons the opportunity to add to the existing mural, which was painted by Steve Miller and Suzanne McKee and paid for by the Friends of the Library and the Bisbee Arts Commission Grant. She stated that the last phase of the project was on hold until it was deemed safe that people could gather for an in-person program.

FireWise Garden : Mr. Macoviak described the new garden in front of the Annex space which was made possible by Old Bisbee FireWise and a USDA grant. The garden is a firewise demonstration garden, planted with fire resistant plants, shrubs and trees.

Lighting Project : Mr. Macoviak gave an update on the new/old copper lighting project in the Library’s Main Reading Room that was sponsored by the Friends of the Library. He noted that the lights were purchased by the Friends and installed by Conklin Electric.

Relabeling and Weeding Project : Mr. Macoviak described the ongoing relabeling project at the CQL and the Annex where staff has relabeled some 35,000 books, DVDs and CDs to make them more visible and easier for patrons to navigate the stacks. He noted that they have also been weeding collections to make room for new materials.

Tool Library : Mr. Macoviak discussed the Library’s new Tool Lending Library which is housed at the Annex. He noted that the Library was given \$500 by the Friends for carpentry tools and \$500 by the Bisbee Bloomers for gardening tools. He noted that patrons would have to sign a waiver/agreement before they would be allowed to check out any tools.

Minke Whale : Mr. Macoviak described a collaboration between the CQL and the Bisbee Science Lab to house the Lab’s minke whale skeleton in the Library. He noted that the skeleton would arrive mid-November and that it would be hung above the interior staircase.

6. **OTHER** - Mr. Macoviak asked the Board for comments, concerns or questions. The Board commented on the efforts of the CQL during the pandemic and gave staff a round of applause for all of their hard work.

7. **FOR THE GOOD OF THE ORDER.**

8. **ADJOURNMENT.** The meeting was adjourned at 6:44 PM