

MINUTES OF THE  
LIBRARY ADVISORY BOARD MEETING  
HELD Monday, April 19, 2021 at 5:30 P.M.

**\*\*VIRTUAL MEETING\*\***

THIS MEETING WAS HELD VIRTUALLY WITH ZOOM

**ROLL CALL:** The Meeting was called to order by Cinda Combs at 5:31 PM

**BOARD MEMBERS**

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

**CITY COUNCIL LIAISON:** LESLIE JOHNS, WARD 1

**CITY STAFF LIAISON:** JASON MACOVIAK - LIBRARY MANAGER

ALISON WILLIAMS - LIBRARY PROGRAM COORDINATOR - EXCUSED

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

1. **APPROVAL OF MINUTES.**

Minutes of the January 25, 2021 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

REOPENING THE LIBRARY DISCUSSION : Mr. Macoviak opened up a discussion the phased reopening of the Copper Queen Library. He stated that the Library had started to offer "Library By Appointment" that day (April 19, 2021), which would give patrons an opportunity to schedule a 30-minute appointment in the library to use the public computers, print, browse the collection and check out materials. He stated that parents/caregivers and their children could use this time to browse the Children's Library together. Mr. Macoviak noted that this was the first stage in the Library's phased reopening. He then opened up the item to discussion. The following items were considered : Patrons must be masked to enter the library and that disposable masks should be kept on hand for those patrons that enter want to enter the building without one. Mr. Macoviak noted that they had many disposable masks on hand for this purpose. Hand-sanitizing stations should be kept by the front door and bathrooms. Mr. Macoviak stated that they did, in fact, have stations at both the front door and in the bathroom hallway. Newspapers should continue to be kept outside to encourage people to use the balcony. Mr. Macoviak noted that more patrons were starting to use the balcony on a regular basis, due to the weather. The computer lab should be reconfigured to accommodate less people, so that users can be safely spaced apart. Mr. Macoviak stated that only three computers would be available in the lab to keep the patrons physically spaced from each other. He also noted that a time limit would be enforced to ensure that everyone received time on the computers. Library programs should continue to be virtual. Mr. Macoviak noted that the Library has had great success with their virtual programs, and that being able to archive them on the Library's YouTube Channel has offered patrons another chance to attend a program they may have missed. Outdoor programs should be considered. Mr. Macoviak stated that the Library was looking into offering outdoor programs for children and their families, including Outdoor Story Time in Bisbee's Parks, Summer Reading Programs, Outdoor Movies and Outdoor fitness classes. Patrons should be encouraged to continue to use curbside pickup services. Mr. Macoviak noted that the library would continue to offer curbside pickup for the foreseeable future because some people may not feel comfortable coming back into the library for quite some time. Patrons should limit their time in the library to avoid overcrowding. Mr. Macoviak stated that they could encourage people not to sit and socialize, and encourage those that

want to to use the outdoor balcony. The amount of patrons in the library at one time should be controlled or monitored. Mr. Macoviak stated that staff could keep an eye on the amount of people coming into the building. There was discussion on what would be a safe amount of people to allow into the building at one time. The Board thought that between 10 -20 would be a safe amount, if they were spread throughout the entire building. Mr. Macoviak noted that in the past, the library was only ever overcrowded when they had programs going on. He thought that 10 people in the library at one time would be considered busy. Library hours should be restored to what they were before the closure. Mr. Macoviak stated that when the library did move on to this next phase, that they would go back to the hours they had before the pandemic. Ms. Wirtel spoke about the Phoenix Library's reopening plans and said that it would be hard to replicate those plans because the two communities were so different. She continued by also saying that it was very important that Library Staff was comfortable with the plans. Ms. Johns was asked to give input to the discussion. She agreed with what the Board had considered and that she would support the plan.

**STATISTICS :** Mr. Macoviak noted that curbside checkouts were remained steady at about 2500/month (he also noted that under normal circumstances, the checkouts would be near or above 5000/month). He also noted that patrons placing holds online had increased dramatically over the past year, as necessity led to many patrons finally learning how to navigate the online catalog. Mr. Macoviak also noted the increase in e-book, e-audiobook, and digital magazines checkouts. He also discussed the rollout of the Library's new video streaming platform, Kanopy, which is being sponsored by the Friends of the Copper Queen Library.

**STAFFING UPDATE :** Mr. Macoviak noted that he had posted the vacant Early Literacy Coordinator position on the City of Bisbee website. He also noted that the other staff remained at their normal hours.

**GRANTS :** Mr. Macoviak gave an update on some of the grants the Library had been awarded. He stated that the Structural Assessment Report of the main library building was almost complete. He stated that he would email the report to the Board Members once he received it. He stated that the report was granted by the State Historic Preservation Office of Arizona (with a match from the City of Bisbee) and that it would outline issues with the 113-year-old building and give a priority of what should be addressed first. He stated that the Library would then seek out other grants to help with the restoration projects. Mr. Macoviak also gave an update on ERate and stated that the Library was still waiting for approval from the federal government for their internet services discount. He also gave an update on the Preschool Literacy/STEAM Patio project at the Copper Queen Library Annex in San Jose. He said that they had already received \$25,000 from the Arizona Community Foundation and \$20,000 from private donations, and were still awaiting approval of a \$16,000 grant from the Arizona State Library. He said that the patio was approved at April's BUSD School Board and would be built in stages with the assistance of StepUp Bisbee/Naco, the Verhelst House, the Bisbee Coalition for the Homeless and Volunteers.

**PROGRAMMING UPDATE :** Mr. Macoviak gave an update on programming. He stated the library was continuing with their virtual and passive programs. He also stated that library staff was working on plans for this year's Summer Reading Program, Tails and Tales, which would feature weekly mailings of free books and program activity guides, as well as some outdoor in-person programs, including the Library's First Annual Pet Parade which will kick off the summer. He also stated that the Library had purchased \$2000 in books to give away each week over the eight-week program.

**OTHER :** Ms. Combs asked about the Senior Center and the Library's role in helping them secure a space at the Annex. Mr. Macoviak stated that he had met with the Senior Center's Board to give them a tour of the Annex space and discuss collaboration plans to help with adult programming at the Annex. He also stated that there was some confusion over the future of the Senior Center Building on Collins Road. He said that the building needed necessary repairs and that the Board didn't know if they would be able to stay past June 2021. Mr. Macoviak reiterated that the Senior Center was not moving into the Library Annex and that the Board would have to meet with the BUSD Superintendent to see if there was any space for them to use in the building. The Library Advisory Board also congratulated Library Staff for their COVID-19 response to the community over the past year.

6. FOR THE GOOD OF THE ORDER. Mr. Macoviak noted that the Library Advisory Board Meetings for 2021 were as follows : July 19 and October 18, 2021
7. ADJOURNMENT. The meeting was adjourned at 6:21 PM