

**MINUTES OF THE
LIBRARY ADVISORY BOARD MEETING
HELD Monday, April 18, 2022 at 5:30 P.M.**

ROLL CALL: The Meeting was called to order by Cinda Combs at 5:30 PM
BOARD MEMBERS

CINDA COMBS (CHAIR)
DONNA WIRTEL
MARY ANN HARLAN - EXCUSED
MICHAEL WILSON
WILL GRONLUND
ANGELIKA JOHNSON
NANCY SHAUL

CITY COUNCIL LIAISON: LESLIE JOHNS, WARD 1 - EXCUSED
CITY STAFF LIAISON: JASON MACOVIAK - LIBRARY MANAGER

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

1. APPROVAL OF MINUTES.

Minutes from the October 21, 2021 meeting were approved as written

2. CORRESPONDENCE AND COMMUNICATIONS.

New board member Michael Wilson introduced himself.

3. CALL TO PUBLIC.

There was no call to the public.

OLD BUSINESS.

4. ELIMINATING ALL FINES

Mr. Macoviak stated that it would be helpful if the Library Advisory Board could write a letter to the City Manager to advocate for the elimination of library overdue fines for adults. He explained that the library was able to eliminate fines for juvenile materials under that previous city administration, but there was some hesitation from city staff to reduce the library's fine income from the general fund. Ms. Wirtel said that it would be helpful to know the amount of money that is usually collected from said fines. Mr. Macoviak stated that he would gather that information for the board.

NEW BUSINESS.

5. STATE OF THE LIBRARY REPORT FROM THE LIBRARY MANAGER

STATISTICS : Mr. Macoviak presented the board with statistics from January - March 2022. He noted that circulation was slowly climbing back up to where it was pre-pandemic. He also stated that the statistics did not include e-book and e-audiobook checkouts, but noted that circulation of all e-content was on the rise. He also noted that juvenile checkouts and visits were especially on the rise.

STAFFING : Mr. Macoviak announced that all library positions were currently filled.

GRANTS : Mr. Macoviak gave an update on some of the grants the Library has been working on.

FREEPORT : Mr. Macoviak gave a brief update on the balcony project, which is being funded by a grant from Freeport (\$70,000). He stated that the lighting had been updated and the ADA ramps added on each balcony. He said that the addition of the 4th rail would be started soon. He explained that the next phase would be to address the cracking in the concrete on the balconies. He stated that they would need to hire a structural engineer to determine what steps would be needed to do that.

LEGACY FOUNDATION : Mr. Macoviak gave an update on the StoryWalk project, which is being funded by a grant from the Legacy Foundation (\$14,000). He explained that the signage had been ordered and that he was going to meet with Public Works staff to determine the placement of the signs. He noted that there would be three StoryWalks - Garfield Park in Old

Bisbee, Vista Park in Warren, and the Annex in San Jose. He said that next step would be the installation.

SUMMER READING : Mr. Macoviak gave an update on the upcoming Summer Reading Program, Oceans of Possibilities. He said that the library had received a grant from Freeport for \$4000 to be used to purchase books for participants. He noted that each participant would receive a book a week for the 8-week program. He also talked about the collaboration with the Bisbee Science Lab and Boys and Girls Club to create a cohesive and comprehensive summer program which would offer programs most days of the week.

ERATE : Mr. Macoviak gave an update on the library's participation in the federal E-Rate program which heavily discounts internet costs. He noted that the library receives a 90% discount with the program, which is based on the school lunch program at the Bisbee Unified School District. He noted that Phase 1 has already been completed (increase in internet speed) and that Phase 2 was finally in progress, after being delayed due to supply-chain issues. He explained that Phase 2 included an upgrade to the library's wireless network. He explained that 4 Wi-Fi access points were installed (1 on the back of the building, 1 on the front of the building, 1 on the second floor, and 1 on the third floor) so that users would have a strong internet signal, no matter where they were inside or outside of the building. He noted that the project would be finished sometime in May 2022.

PATIO GRANTS : Mr. Macoviak gave an update on the Annex Patio Project, which is now well under way. He explained that there would be a ribbon-cutting for the patio during the upcoming Ice Cream Social, which is scheduled for Friday, May 13, 2022 from Noon - 2 PM. He explained that the Ice Cream Social would also include an early literacy fair which would feature local organizations. The event will allow families to learn about local resources available to them.

ARPA : Mr. Macoviak stated that the city had designated funds from ARPA to install a new HVAC system in the library. He noted that he was also looking at funding from the Arizona Parks System who has grants available to address HVAC systems in historic buildings.

LIBRARY ARPA: Mr. Macoviak gave an update on designated library ARPA funds which they received from the Arizona State Library. He noted that funds were used to extend the contracts of the library internet hotspot program, to create a digital literacy collection, and to expand outdoor programming at the Annex. He also talked about the bicycle repair station that was going to be installed at the Annex. He said the station will allow residents to do simple repairs to their bikes and to use an air pump to inflate tires. He stated the station would be installed in May.

6. COLLECTION DEVELOPMENT POLICY UPDATES

Mr. Macoviak presented the board with a draft copy of the library's updated Collection Development Policy which now includes a descriptive section on Controversial Materials and Reconsideration Procedures, including a Request for Reconsideration of Library Materials. Mr. Macoviak stated that he used language from the Cochise County Library District's Collection Policy to create the draft. He noted that it was important to have these procedures in place, in case a patron wanted to challenge a book or dvd being in the library. He noted that it was the policy of the library to allow families to make choices for their children and that the library does not interfere with that relationship. The board reviewed the draft policy and agreed that this was an important issue and that they supported the policy. There was some discussion on the necessity of having another reading of the policy before adoption. Mr. Macoviak stated that he would check with the City Clerk's office about procedure. Ms. Johnson stated that it may be necessary to hold another meeting before the next scheduled meeting (July 18, 2022) so that the policy could be adopted. The board agreed to do that, if necessary.

7. FOR THE GOOD OF THE ORDER. Mr. Combs noted that the next Library Advisory Board Meeting would be held on Monday, July 18, 2022.

8. ADJOURNMENT. The meeting was adjourned at 6:20 PM