

**MINUTES OF THE REGULAR MEETING OF THE  
CASA GRANDE LIBRARY ADVISORY BOARD  
HELD WEDNESDAY, JANUARY 8, 2014  
AT MAIN LIBRARY – COMMUNITY ROOM**

**CALL TO ORDER**

Chairperson Carmen Mena called the meeting to order at 5:33 p.m.

**ROLL CALL**

**The following members were present:**

Carmen Mena            Priscella Morrow  
Barbara Wright        Richard Flechtner  
Edward Barbour

**Not Present:**

Joseph Oladokun

**Also Present:**

Amber Kent, Library Manager  
Deanna Davis, Adult Services Librarian  
Marty Nedom, Friends of the Library  
Lydia Cordova, Secretary

**APPROVAL OF MINUTES – OCTOBER 9, 2013**

Member Richard Flechtner made a motion to approve the minutes as written. Member Barbara Wright seconded the motion and it carried unanimously.

**UNFINISHED BUSINESS**

Update on Library Improvement Project

Library Manager Amber Kent reported the Library Improvement project is coming along and hoping for completion by the end of February.

**NEW BUSINESS**

Review Statistical Report for November 2013

Library Manager Amber Kent distributed and reviewed the statistical report for November with the Board. She reported digital material use and teen programming had a huge increase. The Technology classes held at Vista Grande also had an increase. She stated Librarian Kevin Fahey held his first Windows 8 class and it was a great success with many participants. She noted there weren't as many programs held at Main Library due to not enough space with the improvement project.

### Review De-selection Process

Adult Services Librarian Deanna Davis summarized and gave a description and benefits of the weeding of Library books and the re-ordering of replacements of older books, etc. She stated the purpose of de-selection of books is to be able to maintain a current, attractive collection, to ensure the collection meets the needs of patrons, and to provide space.

### Review Circulation and Collection Guidelines

Library Manager Amber Kent reviewed circulation and collections guidelines with the Board. She highlighted on the changes they would like to implement and they are as follows:

Issuing of new library cards – Adults and children be at least 5 years of age to be eligible for a library card.

Check-out procedures - Patrons will be allowed to check-out materials without their library card in hand as long as they have photo ID that matches the patron's account; patrons may check-out a total of 20 items at one time, currently its 50 items. Ms. Kent stated they have many items that do not get returned so would like to bring down the limit of items checked out; patrons with a homeschool or teacher patron code may check up to 50 items; a child's card that is restricted because of outstanding fines, the associated parent's card is also blocked; patrons will be restricted from accessing the Internet when they owe more than \$10. Patrons may pay at least \$1 toward their fines to receive a one-time guest pass to use the Internet.

Overdue materials – Ms. Kent stated they have met with our City Finance Department and City Attorney's office regarding the overdue process. She said currently notification of past due materials is sent out at 3 days after materials are due, then 14 days, then 90 days. At 90 days, patrons receive a letter and no further action is taken if the item is not returned. What she would like to implement is on the first notification be sent out 3 days after the materials are due, another notification after 15 days. After 30 days, the item be changed to lost and a bill is sent in the mail. After 60 days, the account is sent to our Finance Department for a collection letter. After 90 days, the account would be sent to the City Attorney's office for further legal action. Ms. Kent noted there is statute of limitations of three years so the library is looking at sending collection letters to accounts billed in the last two years. The value of materials on those accounts is roughly \$100,000 for that time period.

After further discussion and review, members were pleased with the proposed changes that were presented.

## **REPORTS BY OFFICERS**

### Friends of the Library Update

Friends of the Library Representative Marty Nedom reported the Annual Book Sale is scheduled for January 22 – 25 with Wednesday, January 22 being opening night for teachers only.

Ms. Nedom reported auditions will be held on February 1, 10:00 a.m. – 12:00 p.m. at Vista Grande for their upcoming Radio Show. Performances will be held on Friday, February 28 at 7:00 p.m. and Saturday, March 1 at 2:00 p.m. with a \$5 admission fee. She also stated they are selling advertising

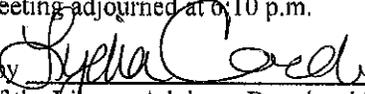
space for their Radio Show Program to help raise monies. For a quarter page its \$25, half page is \$50, whole page is \$100, and an oral announcement is \$25 extra.

**CALL TO THE PUBLIC**

None.

**ADJOURNMENT**

There being no further business, meeting adjourned at 6:10 p.m.

Submitted by   
Secretary of the Library Advisory Board, subject to Board approval.

Approved this 9th day of April, 2014 by the  
Library Advisory Board.

  
Chairperson of the Library Advisory Board.