

MINUTES OF THE  
LIBRARY ADVISORY BOARD MEETING  
HELD Monday, January 25, 2021 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  
WILL GRONLUND  
ANGELIKA JOHNSON  
NANCY SHAUL - ABSENT

**CITY COUNCIL LIAISON:** LESLIE JOHNS, WARD 1 (ABSENT)  
**CITY STAFF LIAISON:** JASON MACOVIAK - LIBRARY MANAGER  
ALISON WILLIAMS - LIBRARY PROGRAM COORDINATOR - ABSENT

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

**1. APPROVAL OF MINUTES.**

Minutes of the October 19, 2020 meeting were approved as written.

**2. CORRESPONDENCE AND COMMUNICATIONS.**

Mr. Macoviak announced the Friends of the Copper Queen Library's plans for this year's 30<sup>th</sup> Chocolate Tasting, which will be moved online due to the COVID-19 Pandemic. He explained that the Friends have partnered with See's Candies to create a virtual Chocolate Tasting where all profits from the sales will benefit the Friends. He also mentioned that patrons could buy chocolates for Bisbee's frontline workers. Those chocolates would be delivered to the library first, and then distributed to the workers. He explained that all the information was located at [bisbeechocolatetasting.com](http://bisbeechocolatetasting.com), including links to purchase chocolates.

**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**

**COVID-19 RESPONSE UPDATE :** Mr. Macoviak discussed the CQL's continuing efforts to offer programs, services and collections to the public during the COVID-19 Pandemic. He mentioned that even though the library building has been closed to the public, library staff is working hard to offer new programs and services, including curbside pickup, virtual zoom programs, preschool zoom story time and original video content on the library's YouTube Channel. He stated that curbside pickup was remaining steady, and noted that most days the pickup table was full of checkouts waiting to be picked-up. He also noted that staff was working with patrons who are unable to use the online catalog to order materials to make sure that they too are able to check materials out. Ms. Angelika Johnson noted that such a service provided her with books that she wouldn't normally check out and that she enjoyed.

**E-RATE PROPOSAL :** Mr. Macoviak explained that the CQL was in the process of applying for the federal E-Rate Program that offers discounts for recurring high-speed internet services, based on the school lunch program at the Bisbee Unified School District. He explained that the library would see a discount of 90% for these services, once approved by the federal government. He explained the process of applying for the program and mentioned that the Arizona State Library offered support for the process. He also mentioned that the window for filing for E-Rate had just opened on January 15, 2021 and would close on March 15, 2021. He explained the rest of the process : requesting bids from local service providers for a range of internet speeds using the Arizona Libraries State Masters Contracts Agreement (which means that the CQL does not have to follow the RFP process for bids); accepting a bid based on cost and services; filing for discounts with the E-Rate Program; and starting service for fiscal year 2021-2022.

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 mentioned that the library had given away about 1000 Brown Bag Craft Kits since the start of the Pandemic, as well as 150 teen/adult art kits from October - December of 2020. He stated that the CQL was still signing patrons up for library cards through email, and mentioned that e-checkouts were up quite significantly, as more patrons were finding it easier to download e-content. He noted that the Cochise County Library District's new reciprocal lending agreements with other libraries in Arizona had increased the amount of e-books available for download by 1000's.

STAFFING UPDATE : Mr. Macoviak noted that Samantha Goerlich, the CQL's Early Literacy Coordinator had resigned at the end of December to start her own business with her husband. He noted that Ms. Goerlich had done a great job during her time at the library and that she would be missed. He also noted that Ms. Goerlich had set the library up with a lot of preschool content (including original YouTube videos and Brown Bag Craft Kits) that the CQL would share over the next few months. He stated that this would enable the CQL to hold off on hiring a replacement so that the Library could save some money with their budget. He explained that they would look to posting the job position once the library had a better plan on re-opening.

FACILITIES UPDATE : Mr. Macoviak stated that the CQL and City of Bisbee had chosen Poster Mirto McDonald Architectural Firm of Tucson, Arizona to conduct the library's Historic Building Structure Report, as part of a grant from the State Historic Preservation Office on Arizona which the CQL received last year. He explained that the firm will assemble a team of professionals to thoroughly access the library building and create an overview of any structural or engineering concerns and the best ways to remedy them. The report will also include a comprehensive cost estimate of any repairs that need to be made. He also noted that this firm was the only firm to offer a historical/cultural analysis of the Library Building. Mr. Macoviak explained that the grant only covers the building's assessment and that once the building report is finalized, library staff will then begin the process of applying for grants to have the repairs addressed. He noted that some areas of concern were the back of the building (windows/brick pointing) and surface cracks on the balconies facades.

PROGRAMMING UPDATE : Mr. Macoviak provided an update on current and future CQL programs. He noted that the library's Tuesday Evening Lecture Series had moved online to Zoom and was doing quite well with participation. He noted that the last program which featured Arizona travel writer Roger Naylor had over 80 participants. He also noted that Ms. Williams was working on new virtual programs for the next couple of months. He also discussed the CQL's Zoom Story Time and noted that they hadn't had much participation, but were continuing to offer it weekly. Ms. Wirtel mentioned the resources available on the PBS Kids website for preschoolers and their parents. He also noted that the Friends had sponsored more teen/adult craft kits that the CQL would debut in February, March and April. He said that the February kit would be Valentine-themed and the rest would probably have a spring/gardening theme. He then described a potential program that the CQL was working on with the Bisbee Bloomers. He stated that they wanted to partner with the Bloomers to sponsor trees for patrons to plant in their yards for Arbor Day (April 30, 2021). He noted that the library had named the program : Branching Out. Ms. Angelika Johnson noted that she would reach out to the Arbor Foundation for any program materials they may want to offer in conjunction with this library program. Mr. Macoviak then described a grant for \$25,000 from the Arizona Community Foundation that would be used to create a preschool patio in an area directly behind the CQL Annex/BUSD Administration Building. This patio is a part of the CQL's COVID-19 Response and would be used in conjunction with the library's preschool programs. He noted that the plan offers different outdoor programming features, including gardening, exercise/movement, theater, outdoor movie showings, archaeological digs, sensory play, and STEAM activities. He noted that the Bisbee Science Lab (an Annex neighbor/partner) would also benefit from this versatile space and that the BUSD was on board to support the grant.

OTHER : Ms. Reichel spoke more about this year's Chocolate Tasting. She noted that the Friends were excited to partner with See's Candies this year and that she hoped people would support the idea.

6. **FOR THE GOOD OF THE ORDER.** Mr. Macoviak noted that the Library Advisory Board Meetings for

2021 were as follows : April 19, July 19, and October 18, 2021

7. **ADJOURNMENT**. The meeting was adjourned at 6:19 PM