

Cortez Library Advisory Board Meeting Notes

Date: June 12, 2025

Time: Called to order at 5:03 PM

Attendees: Carolyn, Damiond, Aly, Holly, Karen, Lydia, Katrin, Beth, Heidi

Approval of Minutes

- Motion to approve minutes: Carolyn
 - Seconded by: Heidi
 - Motion passed.
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Board Term Limits

- Members will need to **reapply and undergo an interview with the City Council when their terms end**, if they wish to stay.
 - Current term end dates:
 - Carolyn – November 2025
 - Damiond – June 2027
 - Heidi – June 2027
 - Aly – June 2027
 - Holly – November 2025
 - Karen – November 2025
 - Katrin – April 28 (confirm year)
 - Youth Member – Beth to check requirements with Linda
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Old Business

- **May 2025 Visitor Stats:**

- Total visitors: 4,310 (Library was closed all Saturdays)
- Online visits: 1,853 (similar to previous month)
- Circulation: Increased from March to almost February

- **Programming:**

- 30 programs with 421 participants
- ~220 attendees at Summer Reading Kick-off
- Summer Programming:
 - 3rd Thursdays
 - Pinon Project (biweekly Thursdays)
 - Playground Days (Tuesdays)
 - 460 participants signed up for Summer Reading (official start: Monday)
 - Tracking the number of books read

Policy Updates

- **Patron Behavior Policy:**

- The current version is considered too long
- Beth prefers a simplified “Code of Conduct” (modeled after Durango’s 5-point policy)
- Emphasis on “Library is a safe place”

- **Bathroom Policy:**

- No longer locked or requiring a key
 - Beth to draft revised policy with appropriate verbiage and present it to staff, then the board
 - **Incident Tracking:**
 - 1 reported incident in May
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Library Staff & Operations

- **New Hire:**
 - Kim Kelly hired as Children's Librarian
 - **Online Services:**
 - Kerri offered a position for managing online services and ordering
 - **Staffing:**
 - No current open positions
 - Extended hours:
 - Monday: 4 PM – 6 PM
 - Saturday: 10 AM – 4 PM
 - Ideal staffing would include:
 - 1 FT Children's Librarian
 - 1 PT Youth Librarian
 - 2 additional PT staff to enable Sunday opening
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Friends of the Library

- Group is reestablishing with:
 - Officers and bylaws in development
 - Focus on building a membership base (\$10/year)
 - Accepting book donations for the upcoming fall book fair
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Adjournment

- Motion to adjourn: Katrin
- Seconded by: Holly
- Meeting adjourned at 5:47 PM