

**Teen Advisory Board**  
Camp Verde Community Library  
Saturday, January 4, 2013 at 10:10 a.m. - 1:45 p.m.

**1. Role Call.**

**Present.**

Secretary Ocean Brown, Vice President Angel Presley, Treasurer Celeena Johnson, and TAB Leader Saepyo Choe.

**Also Present.**

Volunteers Melody Brown, Laddie "Ladd" Willis, and Library Director Kathy Hellman.

**Absent.**

President Billy Cook (Excused), Members Kelsea Freeman (Unexcused), Brittany Johnson (Unexcused), Nicole McGreevy (Unexcused), and Volunteers Janine Bearheels (Excused), Elizabeth Bittenbender (Excused).

**2. Actions.**

- a. Voted Angel Presley as TAB Vice President
- b. Edited ByLaws and Mission
- c. Edited Teen Library Survey
- d. Received information from Library Director Kathy Hellman about grant requirements
- e. Updated TAB Directory

**3. Upcoming Events.**

- a. **Field trips.** Purpose of these trips is to get ideas from other libraries for teen center.

1) **January 15th @ 4pm - Cottonwood Library** - Sebra will pick up students in Town Van from "bus stops" (Bashas, Butler Park, and Library) between 3:00 p.m. - 3:40 p.m., and arrive at the Cottonwood Library by 4pm. Students will bring parent permission slips, questions for Cottonwood TAB. Ocean will be the photographer. The Sat, January 11th Cottonwood trip was rescheduled to the 15th.

2) **February 8, 2014 (Sat)- Prescott Valley and Prescott libraries** - Confirmed with both Youth Librarians Jolanta Feliciano and Jennifer Kendall. Students meet at Library at 9:15 a.m. and leave by 9:30 a.m. Lunch will be provided. Estimated time of arrival in Camp Verde is 4:00pm. Students will bring parent permission slips.

**4. ByLaws and Mission**

- a. TAB will present ByLaws and Mission to Town and Council in February--pending Town approval of adding TAB to council agenda.
- b. Updated all sections of bylaws and the mission. Most changes were made to the Officers" and "Removal" sections:
  - 1) Added "community input" into "Mission"
  - 2) Changed Volunteers eligibility from 8th - 12th grade to 6th grade and up, including adults.

- 3) Three unexcused absences or issues with attitude and/or participation will result in removal the TAB board. Expectations are different for volunteers versus Board members / officers.
  - 4) Excused absence - a parent must call in for you to verify your valid reason for absence, such as: sick, family emergency / vacation, prior commitment.
  - 5) Secretary will keep track of active and inactive members and new applications, instead of the Vice President.
  - 6) Treasurer Celeena volunteered to remind members of upcoming meetings and events.
  - 7) Meet Saturdays at 10:00 a.m. every week, instead of 10:30 a.m.
  - 8) Term minimum is one year, but may remain until removal or resignation.
  - 9) Resignation procedures need to be added and a form letter for resignation needs to be created.
  - 10) Open enrollment for members and volunteers. Board members and officers must be voted in by existing TAB members. Applications for Officer positions will only be accepted in the month of August each year.
- c. Assigned sections of the ByLaws and Mission to each TAB member for the Town Council presentation.

## 5. Teen Library Survey

- a. Sebra presented a draft Teen Library Survey to the TAB and distributed copies to 3 Library Staff and 5 parents.
- b. All who were present took the survey then made recommendations for improvements: Edited parameters of some survey questions and created additional options under multiple choice.
- c. TAB set a goal of 500 survey responses--roughly half of the Camp Verde Middle and High School student population.

## 6. Information from Library Director

- a. Kathy gave an update on the progress of the new library: waiting on approval for plans.
- b. "Library Planning Committee" is the building committee for the new library, consisting of Kathy, the architect, and a non-profit 501c3 organization that raised funds for the new library.
- c. Kathy will request getting on the Town and Council agenda in the months of:
  - 1) February: TAB presents Bylaws and Mission for Council approval
  - 2) June: TAB presents recommendations for Teen Space, Collections, Programs and Services
- d. Recommendations for Collections should include:
  - 1) desired formats--audio books, e-books, music, CDs, DVDs, comic books, magazines;
  - 2) genres--according to the Dewey classification system (bookmarks distributed)
  - 3) Technological resources--E-readers, tablets, etc.
- e. Presented a copy of the blueprint; distributed copies of the Teen Area's blueprint, showing a Space of roughly 33 feet by 26 feet, including study rooms and a Teen Staff Office.
- f. Shared idea of mobile book shelves to facilitate rearranging the Teen Space for varying events and activities.

## 7. Due Outs

- a. **Sebra:** 1) make survey correction, create electronic format, schedule appointment with Camp Verde School Superintendent for approval to administer electronic survey to all

- Students, 2) make corrections to ByLaws and Mission, 3) research best method of financial management for TABs and obtaining 501c3 status, 4) create a Resignation form letter, 5) remove inactive Board members, 6) distribute Town approved Permission Slips.
- b. **Kathy:** Request adding TAB presentations to Town Council agenda in Feb and June.
  - c. **TAB:** prepare questions for Cottonwood Library Staff, ask parents to complete survey.

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Teen Advisory Board of the Town of Camp Verde Community Library during the meeting held on January 4, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25<sup>th</sup> day of January, 2014.

Ocean Brown

Ocean Brown, Secretary

Saepyol Choe

Saepyol Choe, TAB Leader

Celceva Johnson