



Douglas Library Committee

Monthly Meeting Agenda
February 23, 2017
Library Large Conference Room
4:00 – 5:00 p.m.

1) Call To Order

2) Roll Call

- Anne McCleve
- Cindy Hayostek
- Jana Selchow
- Jenea Sanchez-Uribe
- José Frisby
- Maria Sexton
- VACANCY

Other:

Staff Representation:

- Margaret White, Library Manager
- Gerry Valenzuela, Library Supervisor II

3) Library Manager Report – Margaret White

- Update: State Library Annual Statistical Report
- Update: Patron Database (LOSTCARD) Project – 12,647 records
- Update: Microfilm Machine
- Update: Library Promotional Materials (Print & Web – Spanish translation)
- Library ADOSH Inspection – February 1
- Staff Health & Safety Training – February 17 (Provided by Douglas HR)
- AARP Free Tax Assistance Program – Every Other Friday (2/24, 3/10, 3/24, 4/7)
- State Income Tax Refund Debt Set-Off Program
- Installation of ADA-Compliant Sliding Doors

4) Interlibrary Loan Update – Gerry Valenzuela

- New Microsoft ACCESS Database to Track Out-of-County requests

5) Member Reports

6) Next Meeting Date – March 23, 2017

7) Adjournment

For reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), please call the Library at (520) 417-7326 as early as possible to coordinate needed arrangements.

For further information, please call Margaret White at (520) 417-7355.

Posted on: _____ (date and time)

By: _____ (print and signing)