



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
February 12, 2019
Library Administrative Conference Room**

1. Call to Order

The meeting was called to order by President, Kathy Derry at 9:00 a.m. at the Prescott Valley Public Library, Administrative Conference Room, Second Floor.

2. Roll Call

Present: Kathy Derry, Mary Jo Dhein, Diane LeMont, Larry Martin, Sharon Peterson, FOL President, Karen Smith, Assistant Town Manager, Bobby Kieren, Public Services Manager, Joslyn Joseph, Library Manager, Tess Willis, Administrative Assistant

3. Review and Approval of Minutes

Review of January 8, 2019 minutes of the meeting. Review of January 8, 2019. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the January 8, 2019 minutes. Diane LeMont made a motion to approve the minutes as written. Mary Jo seconded. Voting was recorded as:

| | | |
|------|---------------|------|
| Yea: | Kathy Derry | Nay: |
| | Mary Jo Dhein | |
| | Diane LeMont | |
| | Larry Martin | |

The motion to approve the January 8, 2019 minutes was passed.

4. Correspondence

Nothing to report.

5. Financial Review

- a. Budgets – Joslyn Joseph, Library Manager reported that Casey Van Haren, Library Director is in consultation with Katie Pehl, Finance Director and James Edelstein, Deputy Chief of Police in developing budgetary allocations that would cover security

services provided by an off-duty officer and doing away with the current civilian security personnel.

- b. Grants – Joslyn reported that there is a plan to write a grant for a book delivery service, particularly books that are on hold to patrons. This is separate from the ongoing homebound delivery service but rather aims to reach out to patrons that have difficulty coming to the library or are living in rural areas. Details are still being worked out but the grant will potentially include providing a drop box where the books can be returned and picked up.

Lynette Christensen, Children's librarian is also planning on writing a grant that would provide a library card to all first graders. In addition, there is a plan to expand the library's tutoring program by hiring a regular tutor, this will hopefully be covered by a small grant estimated at \$3,000.00. The Children's Library is also looking at a much larger grant project to redesign the Children's area which will be done in phases. Phase 1 will cover the children's program room; Phase 2, the Early Literacy area and Phase 3 will cover the rest of the areas. Included in these projects is Lynette's idea to put together a committee to run contests for naming the Children's department, selecting an inspirational character or mascot and mural painting for the Children's program room.

There is growing concern about visitation groups with behavioral issues in the library. The Children's library is considering partnering with the First Things First organization to address this issue. More information regarding this project will be provided later.

Community Assessment Plan Grant Update. Joslyn and Bobby Kieren, Public Services Manager provided updates on the ongoing community assessment initiative of the library. Community conversations were recently completed with the Police department, Acorn Montessori and Bradshaw Mountain High School. Bobby shared that connecting with the Police officers resulted in a fruitful conversation as the officers were not too familiar with the programs and services that the library offered. The officers confirmed that the library is on the right track in terms of its offerings to the community. As they are the front liners in the community, they have the ability to help promote and recommend library services and programs in areas where there is a need.

- c. Monthly Reports- Larry Martin noted that the Kindle and Wi-Fi Hotspots circulation were a little bit low. Joslyn explained that the extended grant funds for the Wi-Fi Hotspots had just been approved, they are now available for check out while the Kindle devices have been reprogrammed to have various collection in different genres instead of just one. Joslyn said that she expects circulation numbers to increase for these two items.

Mary Jo Dhein inquired on the status of the Sunday performance. Joslyn responded that it has been averaging from 150-200 patrons every Sunday. Joslyn added that she has received many positive comments from patrons on the library being open on Sundays.

6. Management Report – Library Director

- a. Building Improvements – Bobby Kieren, Public Services Manager reported that replacement of the main sliding doors of the library are being installed today and should be finished by approximately 1:00 p.m. In addition, Bobby updated that quotes on removing the campsites on the ground floor and the HVAC system are currently being evaluated and the paperwork being worked on by the Facilities department. There were some graffiti discovered outside the building but it was immediately taken care of.

Larry inquired if something is going to be done with the slate walls by the book drive thru. In addition, the railing is too low and cannot be seen. Larry recommended that the railing be removed so the wall can easily be seen. Joslyn responded that the slates used on the wall is part of litigation and addressing this issue could take a long time.

Joslyn announced the following resignations: Deborah Pfingston, the contracted instructor teaching the Oasis curriculum has tendered here resignation effective February 13, 2019; Carol Swenson, Library Assistant, Adult Services has also resigned effective March 1, 2019; and Diane Milinkovich, Librarian handling Inter and Intra Library loans will be retiring effective March 1 as well. The vacated positions are now open for hiring and have been posted by the Human Resource department.

7. Friends of the Library Liaison

- a. Sharon Peterson, President of the Friends of the Library reported that she is currently working on a budget and going over what the priorities are for the library. This is due to be approved during the next FOL board meeting. Sharon updated that the green dot sale is ongoing and selected books are on sale for \$0.25 cents. Kathy inquired if the dot sale strategy is making more money. Diane LeMont responded that it is too soon to tell. Sharon said that they will keep an eye on the new system and assess how they are doing overall. Sharon also shared that it was determined that FOL used to have more members but that number has gone down. They are in the process of brainstorming ideas on how to encourage more membership. Karen suggested reaching out to Heidi Dahms Foster who is the Town Communications Coordinator to help with the campaign. Larry asked if

there had been any efforts to publish an article about the Friends and the bookstore in the newspaper. Sharon stated that Bobby has been doing a lot of promotional campaigns through the radios. Karen added that the new mayor, Kell Palguta has a very good following on his Facebook page that we might be able to leverage by having him campaign for the Friends of the Library.

Diane asked if the Genealogy Room's name has been changed to the "Koole room". Bobby responded that he will ask Casey what the status is and will get back to the Board about it.

A basket of goodies is up for raffle. The names will be drawn by the end of the month. During the holidays, a basket of holiday treats were also raffled off and garnered \$157.00 both baskets were donated by Nancy Felauer, Treasurer of the FOL. Karen suggested that this be included in the Town's weekly newsletter to encourage participation from the rest of the town employees.

8. Policy Committee – Policy Sub-Committee – nothing to report.

9. Unfinished Business

- a. Library Trustee Handbook Discussion – Bylaw Sub-Committee
 - i) Adoption of revised Bylaws. Karen explained the pros and cons of increasing the number of trustees from seven to nine.
 - ii) Karen also updated that there is a plan to improve the Trustee Selection process.
 - iii) Karen reviewed the draft of the letter inviting trustee applicants to attend a meeting as part of the selection process. Karen stated that the letter is perfect as it is.
 - iv) Kathy asked for a motion to adopt the revised Trustee Bylaws. Larry made a motion to adopt the revised Trustee Bylaws and Mary Jo seconded.

Yea: Kathy Derry
Mary Jo Dhein
Diane LeMont
Larry Martin

Nay:

The revised Trustee Bylaws is adopted as of February 12, 2019.

- b. Trustee Attendance in Public Events - Diane Milinkovich, who has rendered 15 years of service to the Town and Sharon Medina, 5 years of service are both going to be acknowledged during the Town Council meeting on February 28, 2019. The meeting starts at 5:30p.m.

Karen announced that the Town is hosting a “Community Events Outreach Meeting” on Friday, February 22, 2019. The purpose is to give the community an opportunity to participate and provide their input on what events they would like to see the Town sponsor or host. This will be held in the Crystal Room starting at 5:30p.m. Karen extended the invitation to everyone.

- c. National Trustee News Items – nothing to report.
- d. Security for the Library Building.

Larry inquired what course of action or procedure is in place when someone comes in to the library with a gun. Karen Smith, Assistant Town Manager responded that the Town Clerk’s office who is also the Risk Manager for the Town periodically holds a workplace violence and safety training town-wide. The Town Clerk is currently working with the Risk Coordinator in putting together another workplace safety training, evaluating facilitators either from the Police department or another entity. This will be implemented in the next three to six months. Karen added that the Town subscribes to a “Run, Hide, Fight” strategy to use in response to a workplace or public shooting scenario. This is part of the standard training provided to all employees.
- e. Library Trustee Visitations to Other Libraries – nothing to report.
- f. Library Staff Appreciation – The annual *Easter Egg Hunt* for the staff will continue this year. Kathy enjoined everyone to bring candies or chocolates that would fit inside plastic eggs. Sharon volunteered to bring her own stash of plastic eggs from home. If determined that there are not enough plastic eggs, Trustee members will be asked to bring some.
- g. Library Staff Visitation/Presentation – Michele Hjorting, Adult Services Librarian presented the standard collection development process.
- h. Board of Trustee’s Training
 - i) Short Takes Video – Due to a scheduling conflict with a library sponsored computer class in the PC Lab, no Short Takes Video training took place. This will be tabled in the March 5, 2019 meeting.

10. New Business

a. Workplace Violence Policy/Procedures

After a review of the Violence Policy and Procedures, what Mary Jo wanted to know is if there is a procedure in place in situations where there is a threat to the safety of library staff and patrons. Karen stated that there is no such procedure in place at the moment. Karen recommended that Casey work with the Risk Management Coordinator of the Town and write up such a procedure. Sharon suggested that volunteers be trained as well as there are more volunteers than library staff that would benefit from the training. Karen said that there is in fact a standard operating checklist where volunteers should be oriented on workplace safety. Larry pointed out the importance of the procedure being in place because children are constantly present in this library. Karen said that this is certainly something that can be worked out in tandem with the Risk Management to include a regular drill process to catch everyone up on library procedures. It was also recommended that a panic button be installed at information desks. Kathy suggested that the Trustees review the Town's Workplace Violence Policy and Procedure and send back their feedback.

b. Calls to the Public Discussion

11. Requests for Agenda Items for Next Month's Meeting

Old – Library Trustee Handbook Discussion

Old – Trustee Attendance at Public Events

Old – National Trustee News Items

Old – Security for the Library Building

Old – Library Staff Appreciation

12. Adjournment

President Kathy Derry called for a motion to adjourn the meeting. Larry made a motion to adjourn the meeting, seconded by Diane. The motion passed unanimously. The meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Diane LeMont, Secretary

Angie Nelson, Administrative Assistant