



**PRESCOTT VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 3, 2020  
2<sup>nd</sup> Floor Admin 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, Admin Conference Room, second floor.

**2. Roll Call**

Present: Kathy Derry, President, Diane LeMont, Vice President, Donna Morgan, Secretary, Mary Jo Dhein, Lucila Mangels, Karen Rauls; Robert Kieren, Public Services Manager; Joslyn Joseph, Circulation and Cataloging Manager; Sharon Peterson, FOL President; Genevieve Priest, Administrative Assistant.

Absent: Casey VanHaren, Library Director

**3. Review and Approval of Minutes**

Review of the February 4, 2020 meeting minutes. After a review of the minutes, President Kathy Derry asked for a motion to approve the February 4, 2020 minutes as written. Mary Jo Dhein made a motion to approve the February 4, 2020 minutes as written. Karen Rauls seconded. Voting was recorded as:

Yea:	Mary Jo Dhein	Nay:
	Diane LeMont	
	Lucila Mangels	
	Donna Morgan	
	Karen Rauls	
	Kathy Derry	

The motion to approve the February 4, 2020 minutes was passed.

**4. Correspondence:** none at this time.

**5. Financial Review**

a. **Budgets**

Robert Kieren reported the budget plan for the 2% increase and capital projects has been submitted, per the schedule, to the Town Manager for review. Answers will be received March 24, 2020. The Library did ask for quite a few capital projects. The 2% had to be used for Office365 licensing, which took about a third (1/3) of it.

b. **Grants**

Robert reported PVPL staff are submitting applications for four grants. Citizen Science; Wifi Hotspot; Bilingual Storytime Kits; and A Library of Things which is for any “thing” that patrons may check out and return, such as baking tins and bike locks. A suggestion was made for silicone baking items.

c. **Monthly Reports**

Review of New Monthly Report format: Questions: Difference between holds and the drive-up holds is whether they come in, or pick up at the drive-up window. Holds are increasing as people are learning about this convenience. Building Bright Futures logo is for all new members. Outer library loans, is outside of the Yavapai Library Network. Reference questions are not directional.

**6. Management Report**

- a. Fire Drill last month. It took three minutes to get the building cleared. Some gaps in emergency plan were identified. Another drill will not be announced. Donna was here that day; a Wednesday with the influx of teens. The teens were very cooperative. Donna expressed concern for handicapped persons on the 2<sup>nd</sup> floor. Robert advised there are designated “areas of refuge” on each floor. People unable to get down from 2<sup>nd</sup> floor will be brought to the Children’s Program room and the fire department will assist. Third floor is in the Crystal Room. Who will know this? The staff have designated responsibilities and will communicate by Town radio and cell phones. Donna observed as a board member and was impressed; cooperation was good, well done.

PVPL requested a different guard from the vendor. New guard is named Vince. He does court security, as well.

4<sup>th</sup> floor is still under construction. Donna noted that the teens flock to the café after school.

Joslyn is having circulation staff meetings, so everyone is on the same page. Staff this week, volunteers next week. Joslyn has noticed in the past that the volunteers appreciate being included in the meetings.

Karen questioned the new counter in Children’s being taller than the patrons in that area. Robert advised that the plan for the counter was signed-off by the Children’s Librarian. It is steel-framed, there is no budget for changing it, what could be adjusted, has been.

In response to world news, Donna asked if library management has begun a discussion of measures to take regarding CoronaVirus and PVPL. Joslyn advised that Brandi sent an email to the volunteers with the information provided by Yavapai County and the State of Arizona. Wash your hands a lot and don’t touch your face. Donna has seen articles in the paper regarding the governor’s ability to shut down public services if need be. As Casey Van Haren has been at the Public Library Association Conference for the last week, management will discuss it when she returns. Karen Rauls mentioned

that she participated in a Pandemic training at the Apache Junction library.

## 7. Friends of the Library Liaison

a. Sharon reported that the Friends have ongoing things this month, preparing for the Booksale in April and looking into selling books on Amazon. She visited Prescott to see how they do it. They would not be together due to accounting issues. Sharon plans to get a job description to Brandi to see if there is a volunteer that is capable. Prescott Public recommended someone who takes 50% of the profits, as a backup plan. The Koole Room plaque has been ordered. The FOL investments were up \$4000, but unknown after the stock market activity of the last week. Plan is to invest the money and save for tougher times. They have a grant the library can apply for, happens in January/February. Strongly encouraged the Library to apply as it sounded likely that they could be selected. Sharon will be gone April, June, and August, Diane will report in her stead.

## 8. Policy Committee –

a. Materials Borrowing Policy (Fines and Fees) – Legal has reviewed policy, now to the Board for adoption. Scheduled Council approval March 12 if passed by the Board effective April 1. The threshold on collections increased to \$50. A paragraph with background info was removed. If an item is not returned, 30 days after the due date it is considered “lost” and the patron will be charged for the item. The patron is notified, and the account is barred. If an item is returned, the fees are removed. If it goes to collection, the patron is responsible for the collection fee.

After the review of the policy, President Kathy Derry asked for a motion to approve the Materials Borrowing Policy as written. Karen Rauls made a motion to approve the Materials Borrowing Policy as written. Mary Jo Dhein seconded. Voting was recorded as:

Yea:	Mary Jo Dhein	Nay:
	Diane LeMont	
	Lucila Mangels	
	Donna Morgan	
	Karen Rauls	
	Kathy Derry	

The motion to approve the Materials Borrowing Policy was passed.

## 9. Unfinished Business

a. Library Trustee Handbook Discussion

- 1) Meeting time suggestion. Curious if a change in time would open the board to other individuals. Donna expressed concern at changing the time while new members are being appointed. Suggestion of Tuesday at 5:30pm was tabled for review at the April meeting.

- b. Trustee Attendance at Public Events
  - 1) Attendance to Council Meeting March 12, 2020 for Materials Borrowing Policy Consent –Karen Rauls & Mary Jo Dhein. No quorum expected.
  - 2) Attendance to Council Meeting March 26, 2020 for Gilbert Stritar appointment – Donna Morgan & Diane Lemont. No quorum expected.
- c. National Trustee News Items – none.
- d. Security for the Library Building – Robert reported earlier.
- e. Library Trustee Visitations to Other Libraries – Kathy has been to the Cottonwood and Camp Verde libraries. They have a puzzle room where people do puzzles and sit. Mary Jo noticed at the Prescott library they now check out a hiking kit. Donna noted this could be a “Library of Things” possibility.
- f. Library Staff Appreciation – Easter is April 12, bring a bag of candies small enough to fit in an egg to the April 7, 2020 meeting.
- g. Library Staff Visitation/Presentation – none at this time.

## **10. New Business**

- a. Calls to the Public Discussion – none.
  - 1) Questions for potential Trustee candidates. Are you a library user? If so, what resources are most valuable to you? Why are you interested in serving? What other community involvement are you in? What technology do you use? Do you email? Open-ended questions are important. What’s your familiarity with current technology? What do you see as the value of a library? What do you see as the role of the board? Donna Morgan reminded the Board that they asked to be involved in the interview process, they need to comment. Kathy Derry advised that her term will be up in June and encouraged members to consider the presidency.

## **11. Requests for Agenda Items for Next Month’s Meeting**

- a. Old – Library Trustee Handbook Discussion
- b. Old – Trustee Attendance at Public Events
- c. Old – National Trustee News Items
- d. Old – Security for the Library Building
- e. Old – Library Staff Appreciation
- f. New – Review the suggestion of a Tuesday at 5:30pm meeting time.

## **12. Adjournment**

President, Kathy Derry called for a motion to adjourn the meeting. Diane Lemont made a motion to adjourn the meeting, seconded by Lucila Mangels. The motion passed unanimously. The meeting was adjourned at 9:43am.

Respectfully Submitted,

Donna Morgan , Secretary

Genevieve Priest, Administrative Assistant