



**PRESCOTT VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 5, 2019  
Library PC Lab, Second Floor**

**1. Call to Order**

The meeting was called to order by President, Kathy Derry at 9:12 a.m. at the Prescott Valley Public Library, PC Lab, Second Floor.

**2. Roll Call**

Present: Kathy Derry, Mary Jo Dhein, Diane LeMont, Larry Martin, Donna Morgan, Sharon Peterson, FOL President, Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Angie Nelson, Administrative Assistant and Tess Willis, Administrative Assistant

**3. Review and Approval of Minutes**

Review of February 12, 2019 meeting minutes as corrected. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the February 12, 2019 minutes.

- a. Larry Martin, Trustee indicated that he did not suggest to remove the railing. His intention was to state that he wanted the railing removed and raised. The February 12, 2019 minutes page 3, Section 6, a, second paragraph will be revised and Larry's statement will be recorded as "Larry recommended that the railing be moved higher so it can easily be seen"
- b. Larry inquired about receipt of his copy of Workplace Violence Policy Procedures. Kathy Derry stated that they were handed out at the last meeting.

Kathy Derry, President, asked for a motion to approve the amended February 12, 2019 minutes. Donna Morgan moved and Diane LeMont seconded. The motion to approve the amended February 12, 2019 minutes was passed.

Voting was recorded as:

Yea: Kathy Derry  
Mary Jo Dhein  
Diane LeMont  
Larry Martin  
Donna Morgan

Nay:

Absent:  
Lucila Mangels

#### **4. Correspondence**

- a. Nothing to Report

#### **5. Financial Review – Joslyn Joseph, Circulation and Cataloging Manager reported:**

##### **a. Budgets –**

- i) The Prescott Valley Public Library has received a 2% operational budget increase for the next fiscal year 2019-2020, beginning July 1, 2019. Casey will be meeting with Bobby and Joslyn to determine how to distribute the money based on the Community Survey results.

##### **b. Grants –**

- i) The library is applying for a new grant called Vision of Vets. It is a grant to purchase photos of vets with a QR code which is embedded in the photo. Once the code is scanned it will bring the vet to life with their unique service story.
- ii) Libraries to You Grant – This is a grant for a book delivery service that was discussed at the February 12, 2019 Library Board Meeting and unfortunately the library has determined that it will not be feasible and will not be applying for this grant.

##### **c. Monthly Reports-**

- i) **Door Count** - There are some discrepancies in the door count and Joslyn is working with Dennis at Techlogic to correct this. The system is not recording it correctly.
- ii) **Snow Days** - Casey wanted to let the Board know that the Town Manager decides whether or not the library will be open or closed.
  - (a) We were open on Thursday 2/21/2019 until 3:30 p.m.
  - (b) Closed all day Friday 2/22/2019
- iii) Larry inquired about the Checkout number data of 363%. Joslyn explained that in the beginning of the fiscal year we updated the way we gather the checkout information. There were some stations that were not counted previously. We now have a better indicator of our actual checkouts.

#### **6. Management Report – Joslyn reported:**

- a. Deborah Pfingston has been hired as the new Library Assistant and will start March 11, 2019.
- b. Carol Swenson resigned as a Library assistant and is now the contracted Computer Instructor and her start date is today March 5, 2019.
- c. Diane Milinkovich's last day is this Friday March 8, 2019.
  - i) Her position has been posted and has been revamped. The position has been posted for a Community Engagement and Marketing Librarian. It is more of an Outreach Librarian Position. The first application review date is March 12, 2019.
- d. Railing (In front of the Book drop and Drive-Up Window) – A solution would be to extend the railing out longer as opposed to higher.
  - i) Larry stated that the railing should be raised so it can be seen better in relation to the car to the drop off slot.

- (a) Bobby spoke to Josh about extending the length of the railing. He wouldn't be able to raise the railing because the purpose of the railing is to have it at the tire level of the vehicle so if the vehicle hits the railing, it will not damage the vehicle. If the railing is raised, it could damage a patron's vehicle and the library could be held liable.
  - (b) Patrons need to be more mindful in that area and they need to slow down.
- e. Casey & Michele are attending a Research and Public Libraries Institute Workshop in Salt Lake City Utah today 3/5/19 through Friday 3/8/19. This is a workshop to develop their skills in evaluation, data planning and management. They will be learning how to demonstrate the impact our library has on our stakeholders and community.
- f. Security - We will not be able to afford the Overtime for the officers. We will retain Capital Guard with one guard.
- g. The Renaming of the Genealogy Room – Casey is speaking with Stuart to determine the reason for the original naming.
  - i) Tess stated that the process in the town is that a form needs to be submitted to the Parks and Recreation Commission in order to change a name of the room. They approve or decline the name change. Casey is waiting for Stuart to provide the background information on the Genealogy Room.
    - (a) We need to put the request on the Parks and Rec Commission agenda.
    - (b) Sharon provided a suggestion to have the QR Code on the name plate so patrons will know the background story of the room.
    - (c) Donna stated that when she was on the Library Board of Trustee's previously they were unable to name a room for people at that time.
  - ii) Workplace Violence – Diane Russell is the Town Clerk and their stand is that they will maintain the policy that the town has in place of Run, Hide and Fight strategy. They will run another round of employee training. Tess will send a link to the video for the Board member's to watch. Casey's idea is to have a security consultant come in and review our building and provide recommendations specific to the library. The challenge is funding the cost of the security consultant.
    - (a) Tess will probably have an update at the next meeting regarding the budget and if the consultant is feasible. Tess has identified two firms located in Phoenix.
    - (b) Diane asked if someone on our Police Department has experience in this field. Tess responded that information they obtained from the Police Department isn't specific to the library setting.
    - (c) Donna indicated that there are many retired police officer's in the area and wondered if there is someone that is retired that might have security consulting expertise. She also indicated that there is a motorcycle organization called The Blue Knights that also could be a resource. Tess indicated that she is looking for established security agencies and is also checking with her spouse to see if he knows of someone in an organization that could help. Donna stated that a professional service would be preferred, but if it is cost prohibitive, we should seek out these other organizations.
    - (d) Larry inquired if we have been able to contact other area libraries for recommendations or to share policies that they have in place.
    - (e) Sharon wondered if there are other libraries in the area that have the same need and inquired if we could share the expense of a consultant with them.

**7. Friends of the Library Liaison – Sharon Peterson, Friends of the Library President reported:**

- a. Mayor Palguta drew the name Eileen Schick as the winner of the raffle basket.
- b. The dotting system is going well and the red dots are going on sale for two weeks and begins today 03/05/19.
- c. Sharon is working on continuing to increase the Friends of the Library membership. Stuart was invited to the last Friends of the Library Board meeting and he provided several ideas that involve both the town and library by putting out newsletters. Another idea is to have a Membership Card that can be used at our bookstore to receive 10% off. They are looking into adding area shops and restaurants that would agree to provide a 10% discount when the Friends Membership card is presented. Sharon is meeting with Casey and Stuart to discuss ideas for membership on Tuesday 3/12/19 at 10am.
- d. The FOL Book Sale will be held on October 4 – October 6, 2019 in both the Crystal Room and the Glassford Hill Room.
- e. There has been approval for a new printer.
- f. Fry's Community Rewards is a program that needs to be renewed annually. If our library patrons go online to the Fry's website they can enroll and select the Prescott Valley Friends of the Library to be a recipient for donations. Friends will need to reach a minimum of \$25.00 each cycle. There are 4 cycles per year. If the minimum is not met within a cycle, the amount will be rolled over to the next cycle. Sharon expressed that this is something that can be done that costs our patrons nothing & we need to find a way to communicate this information.
  - i) Diane asked if the Fry's Community Awards is something that can be communicated during the radio appearances. Bobby agreed that it can be and it's a good idea and can be part of a campaign to push the information out and can include flyers. Sharon would like staff members to be available to assist patrons with signing up.
- g. Amazon has a similar program called Amazon Smile and donates 0.5% of the purchase price of eligible products to the charitable organization of your choice.
- h. Friends of the Library Volunteers – We now have 9 new volunteers and Sharon is meeting with 6 volunteers today at 10:30am. They will assist with "dotting" books for the red dot sale. Sharon stated that Shannon has done a wonderful job obtaining volunteers and that Diane has been training them.
- i. Donna inquired about the Little Community Libraries in the area and whether we can donate books, particularly children's books to them as opposed to Goodwill. Diane responded that the Friends donate Children's books to the area schools. Diane has been with the Friends since 2015 and they are on their 3<sup>rd</sup> school. Many schools do not have budgets for library materials. Most of the books will be saved until after the October 2019 Book Sale. If you're aware of someone that is interested in obtaining some of our books, please give them Sharon's phone number and she can make arrangements for special access to the books and have them come in before the end of the book sale. We would prefer to have the books used in the community. Donna would like to provide books to the Little Community Libraries after the sale that have a tag on them that state they were provided by the Prescott Valley Friends of the Library. It would be a good way to advertise Friends and an outreach into the community. Diane stated that the bookstore receives a lot of duplicates and those are items that can be donated to the Little Community Libraries.

## 8. Policy Committee – Policy Sub-Committee

- a. The By Laws were signed by the Board members in attendance today.
- b. Mary Jo stated that the Policy Sub-Committee had to be canceled last month, so they did not meet.

## 9. Unfinished Business

- a. Library Trustee Handbook Discussion – Bylaw Sub-Committee
  - i) As stated in section 8, the Bylaws were signed by the Board members in attendance, Tess will obtain Lucila’s signature this Wed 3/6/19 or Thurs 3/7/19.
- b. Trustee Attendance at Public Events –
  - i) Mary Jo attended the town hosted Community Events Forum on March 1, 2019. She reported that the meeting was a way for community members to share their ideas for ways to bring in different events and activities to Prescott Valley. The meeting was well attended by community members. A lot of ideas were presented for the town to consider.
  - ii) Kathy asked if there is anything coming up in March that the Board should consider attending. Tess responded that there is nothing scheduled on the Town Council Agenda.
- c. National Trustee News Items – Nothing to Report
- d. Security for the Library Building –
  - i) Bobby reported that we will retain Capital Guard as our security company. They will provide one guard. It was requested that the guard patrol more often, particularly the 4<sup>th</sup> floor landing. Staff has also been instructed to perform more walk arounds in areas of concern.
    - (a) Larry inquired if there has been specific training on our staff on what to do. Bobby stated that The Run, Hide, Fight took place 2 years ago and is recurs every two years. It is a training to empower employees to handle that situation. No date has been set for the 2019 training. Larry wondered what if someone rings the back doorbell and is concerned about what we do if that person has bad intentions. We typically just open the door.
    - (b) Tess stated that they have started the first step by reaching out to Risk Management. The video training is a mandatory onboard training for new employees. The library is taking the initiative to pursue something specific to the library. The output of which is to get some recommendations from a security consultant as well as training. It is still in an exploratory stage.
    - (c) Diane said that it should not just be employees, but should include volunteers.
  - ii) Workplace Violence Policy and Procedure – discussion on Trustees’ feedback and recommendations for changes, additions to Town policy and Procedure due to submission to Karen Smith on today March 5, 2019. No changes were recommended by the Board.
    - (a) Mary Jo asked for clarification on page two regarding the use of the phrase *town activity*. Is the library included in that category? Kathy and Tess stated yes.
    - (b) Kathy asked Tess to please inform Karen that they have no additions.
  - iii) Update on Library workplace Violence internal procedure.
- e. Library Trustee Visitations to Other Libraries – Donna went to Sheridan, Wyoming and she visited the Sheridan library. She picked up a couple of pamphlets in the Children’s area. They had the children decorate tiles and the library used the tiles. They also had a hunt and find to introduce the children to the Dewey Decimal system. Tess stated that we can provide the information and pamphlets to Lynette.

- f. Library Staff Appreciation – President Kathy Derry said that they are hiding eggs and will bring the filled eggs to the next board meeting.
  - i) Diane stated that we need to purchase more eggs to fill. Tess will send out a communication today to inform the Board if that is feasible.
- g. Library Staff Visitation/Presentation – Nothing to Report
- h. Board of Trustee’s Training
  - i) Short Takes Trustee Training Video Strategic Planning Process – Trustees began watching the training video at 9:03am. While the video was playing, Tess passed around a copy of the By-Laws to be signed by each trustee.

**10. New Business**

- a. Calls to the Public Discussion - None

**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
  - Feedback /suggestions on Town Workplace Violence Policy & Procedure
- e. Old – Library Staff Appreciation
- f. New Items – Nothing Requested

**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 9:58 a.m.

Respectfully Submitted,

Diane LeMont, Secretary

Angela Nelson, Administrative Assistant