



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
May 7, 2019
Library PC Lab**

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, PC Lab, Second Floor.

2. Roll Call

Present: Kathy Derry, Diane LeMont, Lucila Mangels, Larry Martin, Donna Morgan, Sharon Peterson, FOL President, Casey Van Haren, Library Director, Robert Kieran, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Tess Willis, Administrative Assistant, Michele Hjorting, Adult Services Librarian

3. Review and Approval of Minutes

Review of the April 2, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the April 2, 2019 minutes. Donna Morgan made a motion to approve the April 2, 2019 minutes, Diane LeMont seconded. Voting was recorded as:

Yea: Kathy Derry
Diane LeMont
Larry Martin
Donna Morgan

Nay:

Unable to vote:
Mary Jo Dhein – absent
Lucila Mangels - late

The motion to approve the April 2, 2019 minutes was passed.

4. Correspondence

Nothing to Report

5. Financial Review

- a. **Budgets** – Casey Van Haren, Library Director reported that, literally was 3 minutes. All they wanted to know if the library was to the penny. And discuss the capital projects. Lighting and replacement of rocks to cement. It went well. The major asked that there were no additional staff for the Sunday extension. Presenting to council may 16 about the Sunday performance that it is valid that we are open on Sundays. Diane inquired..... Donna inquired.
Casey – open 9-7 or open 10-8pm was the initial suggestion
Larry inquired if Casey is going to recommend that Sunday opening continue

- b. **Grants** – A Skype session was arranged with Jamie LaRue, the new consultant for the library’s Community Needs Assessment so he can provide an update on the progress of the grant since he took over. Jamie provided a brief background about himself. He has been a Library Administrator for over 30 years. He started off in the Midwest as Assistant Director in Springfield and was the Library Director of Greeley Public Library for 3 years and Director of Douglas County Public Library for 24 years. He went to work for the American Library Association (ALA) as Director of the Office for Intellectual Freedom, for 3 years but has recently taken a step back to his consulting role. Jamie said that this is the kind of job he enjoys doing the most, and that is to get libraries to connect more intelligently to their communities and build strategic visions that actually make a difference. He provided the following updates on the Community Needs Assessment grant:
 - i) Jamie reported that he has had initial meetings with the library’s leadership team over Skype 3 times, before coming in person to meet with the core team last April 11 and met with almost the entire staff on April 12 to do a mission and vision exercise.
 - ii) Jamie shared that while working for ALA, he managed to go around 32 different states in the nation to figure out what the status of American libraries might be. In his view, Prescott Valley Public Library (PVPL) is doing a lot of things right. As he reviewed the proposed strategic directions, they do not represent new things but just require more focus and development of already successful efforts that have been started. None of them require significant expenditures, but more of an alignment to a particular vision.
 - iii) Last year, the library team received facilitation training and conducted community conversations with individuals and broadly representative groups in the Prescott Valley community. Jamie stated that the expected outcome from this systematic talk with movers and shakers in the community is the emergence of consistent themes. After meeting with the library team, three main directions were determined:
 - (a) *Build bright futures: Invest in the youth of Prescott Valley.* Many community members articulated a problem: people grow up here, then leave. Moreover, there is a growing Hispanic community that has yet to be fully included in community life. Under this broad direction, there are at least 3 tactical initiatives.

- (i) Promote early and family literacy, especially among Hispanic community. Literacy (reading readiness by age five) is proven to result in greater health, educational achievement, and jobs. This builds upon and expands children's services and outreach.
- (ii) Establish library and community internships for youth – this creates an opportunity to build a strong connection to public institutions, which when cultivated before college, not only builds relationships it also inspires and recruits a new generation of civic leaders who are invested in Prescott Valley. The theory is when kids have a connection through working in libraries, they tend to want to stick around or if they do go away, they come back, thus creating a future generation of librarians.
- (iii) Provide support for LGBTQ youth

Need more support for LGBTQ in the community

2nd – Creating Community Connections – commend you for stepping out of the library. Job of the community to make a great library. Stop being library centric and instead be community centric. Ongoing meaningful discussions. 4th tactics – social learning, broad range of programs, focusing on library program to learn but also to connect about important topics. Build an advisory board, plan key topics, find experts and discuss on a quarterly basis. For example, transportation. Develop small businesses, come to the library to create that business plan, one way to hold on to old residents and grow the community. Re-tool an old project on business start ups, they are commonly called gazzeles. Last tactic, embrace the role of technology. First place to try out emerging technologies.

- key training for staff and developing them. Staff is almost always the significant strategy to deliver library services. Casey has began . develop a curriculum. Building the team through investments in training and development, about 2% of (Building the team).

- Larry inquired what the role of the Board is in all of these programs. Jamie responded that the Library staff has gone out to the community to assess the needs, and these will be (keepers of the public interest or accountability). Your role every month, how are we doing, what progress have we made. Donna asked if the Board should be involved in a brainstorming role. Jamie responded, absolutely and you have already. You have already vetted. New them or new goals or recommend to revise. Key role of the board is governance, holding your director accountable.

Review of the mission statements – Casey walked through the process of creating the mission. This was an output from the staff meeting. 3 broad approaches. You as the library board get to participate in the. Now that the staff has gone out to the community – continue by getting some feedback . You may want to revise after you get .

Michele stated that the plan is to get the community to be involved as well as the staff and the board to weigh in and share what resonates with them.

Diane stated that she likes the word “empower” because that is what in essence the library does for the community through the resources.

Larry suggested that for the 2nd phrasing, reverse learning and social connections because

learning comes first.

Larry inquired if Jamie is coming back. Jamie responded that he is more than willing to come out .

Diane asked what it is specifically that the LGBTQ community needs apart from what the rest of the youth needs. Partner with support groups. Donna said that it is also important to provide support groups for parents. Get input from adults in the community that have experienced acceptance issues.

Donna added that when Jamie mentioned about youth internships. The board might want to open a teen position in the board maybe on an advisory board. The kids can use it as their intership.

We have a new grant – extended creative aging. Applied 4 grants with the Jewish Foundation. Anticipate a call from them by the end of the month when they would be deciding.

- c. **Monthly Reports-** Larry inquired on the monthly report. Confused. Door counts were lower , it was not working for five days , talked to tech logic and it is now working.

Management Report – Casey reported that last week, two Saturdays ago, part of pinwheel . booth for 3 hours. FOL was there. Casey thinks it was very successful. Issued one card, negotiate with fees \$205 in fines, bring back all the books, you can do the . Lynette and Casey will be in the Oracle leadership conference. Lynette will be a student and Casey will be a mentor. Maureen Sullivan will be facilitating and speaking. Hired the new teen librarian, Jeffrey Howick, great energy and connects with the teen community. Jeff is going to step up and do an amazing. Brandi Silbaugh has been hired to fill in the Library Assistant and Volunteer. Used to work for Yavapai College and Osher Life Long Learning. Shannon will be training her for volunteer and

6. Friends of the Library Liaison

- a. Sharon Peterson, Friends of the Library

7. Policy Committee – Policy Sub-Committee

- a. Nothing to present

8. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report
- b. Trustee Attendance at Public Events – Kathy Derry said that there were people from the library that needed. Tess will check Lashica. Library volunteers may have failed to rsvp. May 16, the board can come if they want to. Fandomania will be in July 27. Start planning weekly.
- c. National Trustee News Items – President – Nothing to report

- d. Security for the Library Building – Casey reported the following
 - sent a draft for active shooter procedure, Karen, Bobby and Casey – will discuss tomorrow and present to the board next month. Talked to Karen about training. Talked to Heather and security officer and evaluate the building, go over our weaknesses. Work with Heather to develop a 2 hour training based on a shorter conversation with Officer McCamish to include his findings and the library policy. Part of staff training in . Karen is working with Larry to grant a full day training for the library staff. Hoping for Larry to agree with the plan of using up Columbus day.
- e. Library Trustee Visitations to Other Libraries – none
 - (a)
- f. Library Staff Appreciation – staff was appreciative.
- g. Library Staff Visitation/Presentation –
 - (a)
 - (b) .
 - (c) .
- h. Board of Trustee’s Training
 - i) Short Takes Video –

9. New Business

- a. Calls to the Public Discussion –
 - i) .

10. 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 – No new items requested

11. Adjournment

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

Respectfully Submitted,

Diane LeMont, Secretary

Tess Willis, Administrative Assistant