



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 2, 2020
3rd Floor, Crystal 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, 3rd floor, Crystal Room.

2. Roll Call

Present: Kathy Derry, Diane LeMont, Lucila Mangels, Gilbert Stritar (newly appointed Trustee) Karen Rauls, Casey Van Haren, Library Director, Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Tess Willis, Administrative Supervisor

At this juncture, Gilbert Stritar, newly appointed Trustee was asked to introduce himself. Gil is a retiree for 18 years now. He is an active volunteer for the Heights Church, Yavapai Regional Transit and the Central Transit Foundation. He and his wife are regular patrons of the library greatly value an informed public.

3. Review and Approval of Minutes

Review of the March 3, 2020 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the March 3, 2020 minutes. Karen Rauls made a motion to approve the March 3, 2020 minutes. Lucila Mangels seconded. Voting was recorded as:

Yea:	Kathy Derry	Nay:
	Diane LeMont	
	Lucila Mangels	
	Karen Rauls	
	Gilbert Stritar	

The motion to approve the March 3, 2020 minutes was passed.

4. Correspondence

Before proceeding with her report, Casey Van Haren, Library Director, announced that both Mary Jo Dhein and Donna Morgan (Secretary) have tendered their resignations. Mary Jo wrote an amazing commendation letter which Casey plans to share with the staff and the Board. Mary Jo has relocated to Prescott and since

this is out of the Town of Prescott Valley's boundaries, she had to resign her post. Donna Morgan expressed the need to prioritize her health at this time and decided not to renew her term. Casey commended both Mary Jo and Donna for their valuable and amazing contribution to the library.

5. Financial Review

- a. **Budgets** – Casey Van Haren, Library Director reported that she presented to Town Council on the library's budget for Fiscal Year 2020-2021. The Town has announced a spending and hiring freeze which will be reviewed by October 2020.
- b. **Grants** – Casey was pleased to share that the Prescott Valley Public Library (PVPL) received a total amount of \$23,500.00 in grants from the Library Science and Technology Act (LSTA). This grant money will allow the WiFi hotspot (\$4,000) program to continue; offer new programs such as "Citizen Science" (\$3,000), "Library of Things" (\$4,000.00), Bilingual Story Time Kits (\$4,000.00). The Bilingual Story Time kit is part of the library's "Building Bright Futures" initiative. Joanna Livengood, Library Aide, will be hired to help with this program. PVPL also successfully applied and was awarded the following CARES Act grant; chrome books valued at \$7,000.00, advanced engagement tool kit at \$1,000.00; 3 germ buster kits containing masks, hand sanitizers, etc. valued at \$245.00.
- c. **Monthly Reports-**
In February, 2020 before PVPL closed, service at the drive-up window was only averaging 414 patrons a month. In April when the library closed in compliance with quarantine guidelines, over 2000 patrons utilized the drive-up service. Casey thought that it was a positive thing that came out of a challenging situation as it made people more aware of the drive-up option.

Other libraries and organizations reached out to Casey to talk about the drive-up window and how PVPL managed to re-open early.

Casey announced that there could be changes to drive-up open hours. Once the library is sufficiently staffed, extended hours will be offered. Diane LeMont offered going forward, that the Friends volunteers can help with taking a shift if needed.

Electronic materials were up from 34,000 to 35,000, but as to be expected, circulation numbers plummeted. Staff did a variety of virtual programs. Shannon Schinagl did both adult and children story time and so did the Children's department. Joanna Livengood, a Spanish-speaking Library Aide did story time in Spanish. There were over 3,000 views for virtual program attendance. Brothers, Torrey and Mikah of the Peavine Coffee shop also did bake shows. Jenessa Ryan, the library's Young Adult intern did a cooking show with puppets. Jeffrey Howick, Young Adult librarian, with the help of Jenessa, set up podcast interviews with teens on the topic "What life is like for teens during the pandemic"

Diane inquired how the library managed to gain 37 new patrons. Casey responded that Brandi worked from home during the quarantine where she was taking calls and requests from the public. Casey would

put together the cards and they would meet up so Brandi could forward the cards to the patrons.

6. Management Report

Casey reported that the library is going to lose 80 hours of staff hours through the resignations of Alan Bond, Library Aide, Genevieve Priest, Admin Assistant and soon, Jeffrey Howick. Karen Smith, Assistant Town Manager, was able to help get clearance to hire when Jeff leaves. Casey added that out of 120 volunteers surveyed, only 13 had signified that they will come back. It is a challenge for the library to go back to regular hours as the volunteers are an integral part of the workforce that enabled the library to operate its normal operating hours. At this time, the library will continue to be closed on Sundays.

Gil Stritar suggested hiring a Spanish-speaking librarian a priority when the hiring freeze is over. Casey responded that hiring a diverse pool of talent has always been her goal, but it is also equally important to consider qualified candidates with skills and the right fit for the job. Casey added that in the initial budget submission, the library was approved for a Children's librarian post but due to the hiring freeze, that will be on hold at this time. Brandi Silbaugh, Volunteer Coordinator, is working on hiring new volunteers and so far, there several applications coming from young adults.

Gil commented that he and his wife have been long time patrons of the library and are impressed and appreciative of the staff's excellent service. He inquired if there are funds to provide treats for the staff as a gesture of appreciation for their hard work. Casey responded that there is none especially at this time when budgets have been cut and only "essential" expenses are permitted to allow the library to maintain its daily operations. Karen Rauls commented that there are a few ways to appreciate the staff and one of them is to donate to the coffee shop so staff can either get coffee or a cookie.

7. Friends of the Library Liaison

Diane reported on Sharon Peterson's behalf that the Friends' Vice President has resigned and so that position will have to be filled. Most of the volunteers are or will be coming back.

The Friends awarded a donation to support Bobby Kieren's attendance to a Public Library Association's (PLA) conference in Chicago, but the conference was canceled. The request to redirect the funds for the renovation of the Information Desk and the purchase of cases for the chrome books was approved.

The Friends had planned a book sale in April, but it was also canceled. They are currently figuring out and evaluating proposals on how best to sell the books that are in stock. During the first couple of weeks after re-opening, the Friends store took in a little more than \$200.00. Sales are a bit up but not back to normal. Fundraising is quite difficult right now because people are afraid to get together.

The Friends decided to donate \$5,000.00 to PVPL to help purchase collection materials during this period. The Friends will have its regular board meeting on June 18, 2020 and will discuss future budget allocations for the library. Casey and Bobby will be attending the meeting.

Diane also reported that the plaque for the Koole room is now available and ready to be installed. She

added that there is a plan to promote the Koole room story to gain publicity and create awareness among the public. The Friends are also thinking of sending an email to all its members to request donations in support of the library. Casey stated that there is a plan to put a big jar at the front desk to encourage patrons to donate. The jar will be labeled that this is a FOL fundraising effort.

8. Policy Committee – Policy Sub-Committee.

Karen volunteered to take over Mary Jo Dhein in heading the policy committee

9. Unfinished Business

a. Library Trustee Handbook -nothing to report.

b. Trustee Attendance at Public Events

Karen attended the webinar entitled “How Foundations and Friends Can Help Their Libraries During COVID-19” The webinar covered various topics including grant writing, reaching out to local banks, advocating and calling restaurants for fund-raisers. There will be a planned electronic discussion which will be open to all organizations including non-members and is being organized at a national level for the Friends. Karen also noted that some Friends organizations made masks and sold them for \$10.00 apiece. Karen commented that she found the title “The Great Separation” an interesting title, a word play on the “Great Depression”.

c. National Trustee News Items – President – Nothing to report

d. Security for the Library Building – Bobby Kieren, Public Services manager reported that there was no security coverage during the quarantine period except during the first week of the library’s reopening. Since school season is out, there is no need for security coverage until August 2020 when school is back.

Gil inquired about the construction going on at the 4th floor viewing deck. Bobby responded that the project is to fix the flooring. This was started in January prior to the COVID quarantine and had to be stopped. The contractor is going through their checklist and will sign off that they have completed the project. The 4th floor viewing deck will not reopen until social distancing is removed.

e. Library Trustee Visitations to Other Libraries –. Nothing to report

f. Library Staff Appreciation – on behalf of the staff, Tess Willis, Admin Supervisor thanked the Board of Trustees for the treats, the coffee shop donations and the masks that were contributed by members of the Board.

g. Library Staff Visitation/Presentation

Casey handed out application forms for “Organization of the Year” and requested the Board to do a write up nominating the PVPL for the PV Chamber of Commerce Excellence Award. Casey stated that the staff did such an amazing job, going above and beyond what was expected of them during this pandemic. Diane will be taking the lead in filling up the form and doing the write up with contributions

from the rest of the members.

10. New Business

a. Calls to the Public Discussion - none

b. Election of Officers

Kathy reminded everyone that election of officers usually happens during the month of July and as a heads up wanted everyone to be aware of it. Nominations will be open for the President, Vice President and Secretary positions.

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

12. Adjournment

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

Respectfully Submitted,

Diane LeMont, Vice President

Tess Willis, Administrative Supervisor