



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
October 6, 2020
3rd Floor, Crystal Room**

1. Call to Order

The meeting was called to order by President, Diane LeMont at 5:30 p.m. at the Prescott Valley Public Library, 3rd floor, Crystal Room.

2. Roll Call

Present: Diane LeMont,, Gilbert Stritar , Karen Rauls, Michelle Ebarb, Lucila Mangels,, Joslyn Joseph, Library Manager, Bobby Kieren , Community Services Deputy Director, Tess Willis, Administrative Supervisor, Sharon Peterson, President, Friends of the Library

3. Review and Approval of Minutes

Review of the September 1, 2020 meeting minutes. After a review of the minutes, President, Diane LeMont asked for a motion to approve the September 1, 2020 minutes as corrected. Michelle Ebarb made a motion to approve the September 1, 2020 minutes as corrected, Gil Stritar seconded. Voting was recorded as:

Yea: Diane LeMont
Michele Ebarb
Lucila Mangels
Karen Rauls
Gilbert Stritar

Nay:

The motion to approve the September 1, 2020 minutes as corrected was passed.

4. Correspondence – none.

5. Financial Review

a. Budgets

Casey Van Haren, Library Director –

b. Grants

Joslyn reported that the Cataloging team is working on cataloging the 20 chrome books that were received as part of the CARES grant. It is estimated to be available for circulation by November 1, 2020. The Library of Things is also expected to be released next month. The Library of Things include musical instruments, GoPro, Atari, sewing machines, podcast kit, slide converters, backpacks with gadgets and instruments that would identify different nature species, binoculars, and other hiking accessories. The goal is to get the entire family motivated to do family outdoor activities. More Wi-Fi hotspot devices are also coming out. Five of these hotspot devices are allocated for grandparents and grandkids as this was part of the justification for the grant application. Diane inquired that since this is the 3rd year that the library has been applying for Wi-Fi hotspot devices, is there a possibility that a similar application will no longer qualify in the future. Joslyn responded that if there is a different justification for it or a new demographic can benefit from it, then it will be considered. In addition, the Spanish Story Time Kits are also being prepared for release soon. The Young Adult division received a huge grant called the “Financial Literacy for Young Adult”. The library has posted a temporary position for an instructor and a consultant who will be assisting in the implementation of this grant.

c. Monthly Reports- There were no questions on the report.

6. Management Report

Bobby Kieren was pleased to announce that the budget freeze has been lifted. Due to the Covid pandemic and in appreciation for the employees’ hard work and commitment, a 4% COLA increase will be given to employees and merit increases which were temporarily suspended has been resumed and will be retroactive.

Bobby presented the finalized Community Services organization chart. As Casey Van Haren mentioned previously, she will be Director overseeing all divisions (Library, Arts, Parks and Recreation) under the new organization and Bobby will be the Deputy Director overseeing both the library and parks divisions.

The Young Adult librarian position will soon be filled in by Autumn Topping, a librarian from the New York Public Library. She starts on November 16, 2020. Shannon Schinagl, Community Engagement librarian is currently overseeing the YA department until Autumn gets settled here. The Children’s Library is also hiring another librarian who will be focusing on the tweens demographic (children ages 8-12).

In addition, interviews for a full time Circulation library assistant and a part time administrative assistant are being scheduled.

7. Friends of the Library (FOL)

Sharon Peterson, FOL President, reported that the Friends have been able to recruit a volunteer who will be

in charge of Amazon sales. The volunteer will be trained next week. Another Book Sale is being scheduled from October 19 to November 14, 2020. Don LeMont, has been elected as one of the FOL directors last month. The money donated from the Claire Macewicz estate was distributed as follows: \$10,000.00 would go towards the purchase of large print materials; \$5,000 each to Adult Services, Young Adult and Children. Friends' week is coming in a couple of weeks. As part of the celebration activities, any member who renews membership, new memberships received, will win a \$50 Amazon gift card. The announcements have been sent out through email blast and will also be posted on the library's Facebook page. Joslyn will get the information from Elvita Landau, FOL secretary. Sharon also reported that they are in the process of going through a donation of international stamps and coins and will assess how much these would cost. Sharon's husband is helping assess the coins.

8. Policy Committee – The following policies have been reviewed by the Legal department and their comments are being discussed before final adoption. Comments and questions from the legal department concerning the policies will be addressed by Joslyn.

- a. Collection Development Policy.
- b. InterLibrary Loans Policy –
- c. Customer Service Policy – ask Casey. Clarify with Casey.

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events – Diane will attend. Bobby said that Casey will be there as well
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – none currently.
- e. Library Trustee Visitations to Other Libraries – Michele has been to the Prescott Public Library.
- f. Library Staff Appreciation – Karen will lead organizing a Halloween treat/activity for the staff.
- g. Staff Visit/Presentation – none at the moment.

10. New Business

- a. Calls to the Public Discussion

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 Trustee Visitations to Other Libraries
- f. Old – Library Staff Appreciation
- g. Old - Staff Visit/Presentation

12. Adjournment

President, Diane Lemont called for a motion to adjourn the meeting. Lucila Mangels made a motion to adjourn the meeting, seconded by Karen. The motion passed unanimously. The meeting was adjourned at p.m.

Respectfully Submitted,

Karen Rauls, Secretary

Tess Willis, Administrative Supervisor