



**Prescott Valley Public Library Board of Trustees**

7401 E. Skoog Blvd, Crystal Room, 3<sup>rd</sup> floor

Tuesday, January 5, 2021 at 5:30 p.m.

**Agenda**

1. Call to Order – President
2. Roll Call – Secretary
3. Review of November 3, 2020 meeting minutes
4. Correspondence – Secretary
5. Financial Review: Budgets, Grants, Monthly Report – Library Director
6. Management Report – Library Director
7. Friends of the Library – Liaison
8. Policy Committee –
9. Unfinished Business
  - a. Library Trustee Handbook Discussion
  - b. Trustee Attendance at Public Events – President
  - c. National Trustee News Items – President
  - d. Security for the Library Building – Library Director
  - e. Library Trustee Visitations to Other Libraries – President
  - f. Library Staff Appreciation – President
  - g. Library Staff Visitation/Presentation
    - i. Autumn Topping and Ruby Williamson
10. New Business
  - a. Calls to the Public Discussion
11. Requests for Agenda Items for next month's meeting
12. Adjournment

Copies of Agendas and supplemental materials are available at the office of the Library Director, 7401 E. Skoog Blvd., 2<sup>nd</sup> Floor, Prescott Valley, Arizona.

Forms to request accommodations, pursuant to Section 405/ADA guidelines are available at the Town Manager's Office, 7501 E. Skoog Blvd., Prescott Valley, Arizona. Requests must be submitted 72 hours prior to the event for which accommodation is requested.

Items for Public Discussion are limited to three to five minutes, at the Library Board President's discretion.



**PRESCOTT VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
January 5, 2021  
3<sup>rd</sup> Floor, Crystal Room**

**1. Call to Order**

The meeting was called to order by President, Diane LeMont at 5:39 p.m. at the Prescott Valley Public Library, 3<sup>rd</sup> floor, Crystal Room.

**2. Roll Call**

Present: Diane LeMont, Gilbert Stritar, Karen Rauls, Megan Asay, Joslyn Joseph, Library Manager, Tess Willis, Administrative Supervisor, Sharon Peterson, President, Friends of the Library.

Absent: Michelle Ebarb and LaDawn Dalton

**3. Review and Approval of Minutes**

Review of the November 3, 2020 meeting minutes. After a review of the minutes, President, Diane LeMont asked for a motion to approve the November 3, 2020 minutes. Karen Rauls made a motion to approve the November 3, 2020 minutes, Megan Asay seconded. Voting was recorded as:

Yea: Diane LeMont  
Karen Rauls  
Gilbert Stritar  
Megan Asay

Nay:

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

- 4. Correspondence** – Lucila Mangels resigned from the Board effective November 2, 2020. Karen sent an appreciation card on behalf of the Board. Karen organized the Christmas cards for staff and signed them on behalf of the Trustees. A lottery ticket was enclosed for staff over the age of 21; those under 21 were given a Susan B. Anthony coin.

## 5. Financial Review

- a. **Budgets** - Joslyn Joseph, library manager, reported that Casey Van Haren, Community Services Director, is scheduled to attend a budget retreat with Council members on Friday, January 8, 2021. In the meantime, the library continues to build its collection materials to meet the information needs of patrons.
- b. **Grants**
  - i) The “Library of Things” kit is now available for circulation.
  - ii) Chromebooks that came from the CARES grant are being cataloged and will also be ready for checkout soon.
  - iii) Shannon’s bilingual story time kits are scheduled for release at the end of the month. This will contain books in English and Spanish and interactive materials. The library’s Crochet/ Knit group is making finger puppets for some of the kits.
  - iv) The Citizen Science Kits are set to be released by early February 2021. The Citizen Science grant aims to involve the public, especially families, in exploring biodiversity and scientific research. Some of the kits include Zombie hunting kits, tools to measure light in the night and a host of other kits patrons can check out and encourage family activities.
  - v) Except for Shannon, all librarians are gearing up to submit at least one grant each for submission by March of this year. Karen inquired if the Library Science and Technology Act (LSTA) has a limit on the number of grants the library can apply for. Joslyn responded that there is no limit provided it meets the LSTA’s grant categories and criteria.
- c. **Monthly Reports-** Diane inquired why the numbers were way down from October. Joslyn stated that the trend is pretty much pandemic related.

## 6. Management Report – Joslyn provided the following updates:

- a. Kaeli Burkett is no longer with Community Services. The position will be offered to an internal candidate, but it is unknown at this time whether the offer is going to be accepted.
- b. Riley Schauwecker, newly hired library aide will start on Monday, January 11.
- c. The library has resumed Sunday operations last January 4, 2021 and will be open from 1:00 p.m. to 5:00 p.m.
- d. Larry Tarkowski, Town Manager has announced his retirement effective May this year but will be on vacation as of January 14. In the meantime, Ryan Judy, Deputy Town Manager will be the acting Town Manager.
- e. As far as building maintenance and improvements, Bill Osborne, Capital Projects Coordinator will be overseeing the library’s repair and improvement projects and have time lined it according to priority.
- f. Karen was directed to draft a letter to Town Management and officials to express the trustees’ concerns about the health and safety of staff considering the rise of COVID cases. At present there is no indication from the Town on whether the library will be closed. The draft letter will then be subject to

review by the Trustees and whoever agrees may sign it.

**7. Friends of the Library (FOL)**

- a. Sharon Peterson, FOL President, reported that the Friends recently conducted an election. The budget was approved and is set for the year.
- b. The FOL logo is being redesigned based on recommendations from Joslyn and Casey. Don LeMont is working on this project
- c. The plan to sell books through Amazon did not work out. The Friends are selling them on e-Bay instead. Megan suggested other websites such as ThriftBooks. Sharon responded that they would consider it once they see how their other options are running.
- d. Friends will also be posting signs that state “all sales are final” to prevent patrons from coming back and returning or exchanging previously bought items

**8. Policy Committee** – The committee has not met but will provide an update as soon as they are able to schedule a meeting.

**9. Unfinished Business**

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events –
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – Security coverage at the library is currently suspended because schools are closed. Security will be resumed once deemed necessary.
- e. Library Trustee Visitations to Other Libraries – none
- f. Library Staff Appreciation – Revisit during the February meeting and discuss staff appreciation ideas if the library is open. Gil suggested that volunteers should be included if treats/food is provided.
- g. Staff Visit/Presentation –
  - i) Autumn Topping, Young Adult librarian introduced herself. Autumn previously worked as a Teen librarian in the New York Public Library. She is a native Arizonan and used to live in Tucson. She dabbles in creative writing and is excited to get to know the Prescott Valley community. Autumn has an identical sister and black cat named Binx.
  - ii) Ruby Williamson is the new Tween librarian. Prior to moving to Prescott Valley, Ruby lived in Syracuse, New York and just graduated in May 2020. Before New York, she lived in Austin, Texas. Ruby is working on a grant that will help fund for a Tween space.

**10. New Business**

- a. Election of Vice President. Diane suggested the election of a Vice President at the next meeting.
- b. Calls to the Public Discussion

**11. Requests for Agenda Items for Next Month's Meeting**

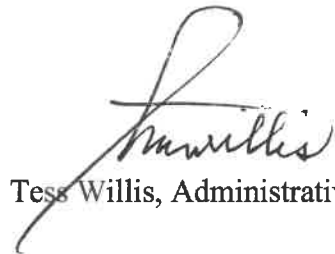
- a. Old – Library Trustee Handbook Discussion
- b. Old – Trustee Attendance at Public Events
- c. Old – National Trustee News Items
- d. Old – Security for the Library Building
- e. Old - Library Trustee Visitations to Other Libraries
- f. Old – Library Staff Appreciation
- g. Old - Staff Visit/Presentation

**12. Adjournment**

President, Diane Lemont called for a motion to adjourn the meeting. Megan Asay made a motion to adjourn the meeting, seconded by Karen Rauls. The motion passed unanimously. The meeting was adjourned at 6:26 p.m.

Respectfully Submitted,

  
Karen Rauls, Secretary

  
Tess Willis, Administrative Supervisor