



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 8, 2019
Library Administrative Conference Room**

1. Call to Order

The meeting was called to order by President, Kathy Derry at 9:10 a.m. at the Prescott Valley Public Library, PC Lab, Second Floor.

2. Roll Call

Present: Kathy Derry, Mary Jo Dhein, Diane LeMont, Lucila Mangels, Larry Martin, Don LeMont, Friends of the Library (FOL) Director, Sharon Peterson, newly-elected FOL President, Casey Van Haren, Library Director, Tess Willis, Administrative Assistant. Donna Morgan, incoming Trustee

3. Review and Approval of Minutes

Review of November 6, 2018 minutes of the meeting. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the November 6, 2018 minutes as corrected. Lucila Mangels made a motion to approve the November 6, 2018 minutes of the meeting as corrected, Diane LeMont seconded. Voting was recorded as:

Yea:	Kathy Derry	Nay: None
	Mary Jo Dhein	
	Diane LeMont	
	Lucila Mangels	
	Larry Martin	

The motion to approve the November 6, 2018 meeting minutes as corrected was passed.

4. Correspondence

Nothing to report.

5. Financial Review, Budgets & Grants, Monthly Report

- a. Financial Review/Budgets – Casey Van Haren, Library Director reported that a Request for Council Action (RFCA) was presented to Council, last December 20, 2018 for consent to transfer funds from the Library Facilities operating expense budget to Capital expense. The funds will be used to replace the Library main entrance sliding doors. The sliding doors have been defective for many years causing loss of productivity on the part

of staff in charge of opening and locking the doors. It has also caused inconvenience among patrons having to wait outside the door while staff try to fix and get the lock to open. The condition has become worse and must be promptly rectified to remove hazards that may lead to serious injuries both on the part of staff and patrons.

The Town of Prescott Valley (ToPV) is hosting budget open houses in January 2019 throughout the town to provide transparency and to allow an opportunity for community discussions on future expenditures for operations and capital projects. Casey is representing the Library and is joined by other department heads to be on hand to answer any questions and receive feedback. The remaining budget open houses are scheduled at the Stoneridge community center on January 9 and at Pronghorn Ranch community center on January 16 from 5:30p.m. – 7:00p.m.

Casey noted that the attendance has been disappointingly low in these open houses. Diane suggested that perhaps providing a background information would help especially for those who are new in the community. Diane shared that when they were new in town and attended an open house, the message imparted was that the Town officials were not there to provide information but to answer questions, but as they were new in town, they did not really know what questions to ask. Providing some information upfront could stimulate conversations and get people to participate more.

In the next fiscal year budget process, Casey is submitting a staffing request for 2 additional library assistants for 28 hours and a library aide. Mary Jo inquired what the difference is between a library assistant and a library aide. Casey responded that a library aide is an entry level position while a library assistant has more responsibilities and a level of leadership and organizational skills.

- b. Grants – Larry Martin inquired if there are any updates on the Community Assessment Plan. Casey updated that there is ongoing discussion with the consultant, Sam Mulford with a recommendation to redirect the process so that more meaningful data can be obtained from the community. For example, instead of inviting people to the Library, the Library staff will request to be invited to various organization events and meetings. This way the Library team is tapping into a more targeted demographic to gather data. Included in the list of organizations are MOPS (Moms of Preschoolers), the Rotary Clubs, Young Professionals, faith-based organizations, PTA meetings, youth group meetings, etc. While the Library has been successful in providing programs and services to the 55+ age bracket patrons, it is vitally important to find out and understand the needs and issues of other demographics as well. Casey expressed optimism that more targeted and valuable information will be obtained by the team in the next round of data gathering.

The meeting with Sam scheduled this January has been moved to April and formulation of the Library's mission and vision is set for June this year.

Casey also updated that Michele Hjorting, Adult Services Librarian, applied and was awarded a Wi-Fi Hotspots Sub-grant. The funds will be used to extend the Wi-Fi Hotspots service which turned out to be successful. Casey will go to Council on Thursday, January 10, 2019 for the consent process. The newly elected mayor, Kell Palguta and council members Don Packard and Kendall Schumacher will also be sworn in that day. Donna Morgan, incoming Library Board Trustee will be officially appointed by council on January 24, 2019. Kathy Derry, Diane LeMont, Larry Martin and Mary Jo Dhein will attend the January 24 appointment. A quorum has been determined and the appropriate notice to the public will be posted accordingly.

- c. Monthly Report – Casey noted that there was an error in the formula for the Circulation section of the October monthly report. This has been corrected by Joslyn Joseph, Library Manager. Casey also reported that as far as Sunday door count numbers go, the Library has consistently been averaging more than a hundred people. There was a slight drop during the holidays but she expects the numbers to pick up again. Casey added that if the staffing requests are approved, the Library will consider resuming the 8:00p.m. closing time during the weekdays.

Larry inquired if there will be a report on the Library's Sunday operation. Casey responded that a report on the result of the Sunday pilot program will be presented to Council by April, 2019 which is the end of the pilot program.

6. **Management Report** – nothing to report.
7. **Friends of the Library** – Don LeMont, outgoing Vice President of the FOL reported that the annual board election took place in November 15, 2018. Don introduced Sharon Peterson as the new President, Diane LeMont, as the Vice President, the new Secretary is Elvita Landau, and Nancy Felauer remains the Treasurer. Don will assume a Director's position.

The annual Christmas Tea took place December 20, 2018, with entertainment provided by the Women Song Acapella Chorale group. A Christmas basket was donated by Nancy and was raffled off. The Christmas basket brought in \$147.00 to the FOL funds. The winner of the basket was Peggy Dority.

Don also reported that the FOL adopted a new strategy of reducing inventory of used

books by doing colored dot sales according to a monthly schedule. In December, the blue dot sale was announced and the remainder of the blue dot sale will continue to run through the month of January. Bobby Kieren, Public Services Manager has been assisting in taking unsold books to Goodwill. Diane commented that the reason they have chosen Goodwill is because there are no specific requirements. The books just need to be boxed and delivered and if Goodwill is unable to sell the books, they send them to three to four other Goodwill branches before they disposed of them. Lucila expressed concern that Goodwill may not be a non-profit organization and do not give back to the community. Diane responded that they have explored other non-profit organizations such as Stepping Stones but they are full. Diane added that they are looking into other organizations and are open to suggestions. There is a non-profit in the mid-west that the FOL is considering but they will have to assess the viability of the packaging and shipping requirements and availability of staff who can help. This organization has other charitable outlets where they can farm out the books to before discarding them.

At this point, Kathy requested that the meeting go out of order to allow Beth Allen and Jim Hansen to be introduced to the Board. Please see notes under section heading number 9 "Unfinished Business, letter g".

8. Policy Committee –

- a. Circulation, Renewal and Overdue Materials Policy – changes to the policy were discussed and agreement was reached to make the necessary corrections and forward to the Legal department for review.
- b. Library Resources Review Policy and Procedure – changes to the policy were discussed and agreement was reached to make the necessary corrections and forward to the Legal department for review.

9. Unfinished Business

- a. Library Trustee Handbook Discussion
 - i. Bylaw Review Updates from the Council - Casey suggested that she invite Karen Smith, assistant Town Manager to the next board meeting to communicate Council's response to the Board's recommendations for change.
 - ii. Bylaws Review Revisions – Details of the items that are still outstanding were discussed and agreement on the necessary changes and corrections were made. Larry made a motion to approve the Bylaws with the corrections, Lucila seconded the motion. Voting was recorded as follows:

Yea: Kathy Derry
Mary Jo Dhein
Diane LeMont
Lucila Mangels
Larry Martin

Nay: None

The motion to approve the Bylaws with the corrections was passed. The document will then be forwarded to the Legal Department for review.

- iii. Library Director Evaluation – Diane sent a copy of the staff survey and Casey’s self-evaluation to all the Trustees and drafted a summary for everyone’s comments and concurrence. Kathy, Lucila and Diane agreed to schedule an executive session on Thursday, January 10 to draft the evaluation summary. The finalized summary will be submitted to Karen Smith who is Casey’s supervisor.
- b. Trustee Attendance at Public Events – Kathy, Diane, Mary Jo and Larry are attending the official appointment of Donna Morgan in the Town Council meeting on January 24, 2019
- c. National Trustee News Item – None
- d. Security for the Library Building – Casey reported that she was hoping to work out a partnership with Northern Arizona University (NAU) for a joint funding of security coverage for both NAU and the Library. The idea is to replace civilian security with Off-duty police officers. The advantage is having security staff that has extensive training and experience in handling critical situations. Casey is waiting for NAU’s decision after they meet with their management team. The existing VIP volunteers will be maintained.
- e. Library Trustee Visitation to other Libraries - nothing to report.
- f. Library Staff Appreciation – nothing to report.
- g. Library Staff Visitation/ Presentation - Beth Allen, Library Assistant introduced herself to the Board. Beth moved into town with her family last spring. Her main background is in the customer service area. Beth also worked in the public school system for 14 years and had the opportunity to work in the library during those years. Beth said that she enjoys working in the library and loves her new job.

Jim Hansen, Library Aide, was a volunteer for about a year in the library and found out about the position when it was announced and applied for it. Jim graduated from the University of Illinois and was an engineer before he retired. He moved here in Prescott Valley a couple of years ago and he is thankful for the opportunity to work in the library

- h. Board of Trustees Training (Short Takes Video) - The Short Takes video was about "Board Ethics". There were no discussions as the subject matter covered was pretty basic.

10. New Business

- a. Calls to the Public Discussion - none

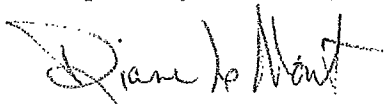
11. Requests for Agenda Items for Next Month's Meeting

- Old – Library Trustee Handbook Discussion.
- Old – Trustee Attendance at Public Events
- Old – National Trustee News Items
- Old – Security for the Library Building
- Old – Library Trustee Visitations to Other Libraries
- Old – Library Staff Appreciation
- New – Workplace Violence Policy or Procedure
- New – Building improvements – under Management Report

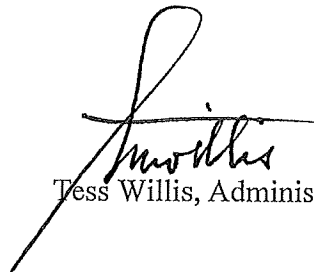
12. Adjournment

President Kathy Derry called for a motion to adjourn the meeting. Mary Jo made a motion to adjourn the meeting, seconded by Larry. The motion passed unanimously. The meeting was adjourned at 10:35 a.m.

Respectfully Submitted,



Diane LeMont, Secretary



Tess Willis, Administrative Assistant