



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
January 14, 2020
2nd Floor Admin Conference Room**

1. Call to Order

The meeting was called to order by Vice President, Diane LeMont at 9:00 a.m. at the Prescott Valley Public Library, Admin Conference Room, second floor.

2. Roll Call

Present: Diane LeMont, Vice President, Mary Jo Dhein, Donna Morgan; Secretary, Lucila Mangels, Karen Rauls (newly-appointed Trustee), Casey Van Haren, Library Director; Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Sharon Peterson, FOL President, Tess Willis, Administrative Supervisor, Genevieve Priest, Administrative Assistant.

Absent: Kathy Derry, President

3. Review and Approval of Minutes

Review of the December 3, 2019 meeting minutes. After a review of the minutes, Diane LeMont asked for a motion to approve the December 3, 2019 minutes as written. Mary Jo Dhein made a motion to approve the December 3, 2019 minutes as written. Lucila Mangels seconded. Voting was recorded as:

Yea:	Mary Jo Dhein	Nay:
	Diane LeMont	
	Lucila Mangels	
	Donna Morgan	

The motion to approve the December 3, 2019 minutes was passed.

4. Correspondence: none at this time.

5. Financial Review

a. Budgets

Casey Van Haren, Library Director, announced that she will be attending the 2nd Council Budget Retreat on Friday, January 17, 2020. Casey is finalizing the library's presentation to the council which includes capital projects for the Fiscal Year 2020-2021. An internal meeting is also being set with Bobby Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager and Tess Willis, Administrative Supervisor as a precursor to the budget entry process to ensure that budget allocations for the library's key strategic priorities (Building Bright Futures, Creating Community Connections and Build our Team) are considered.

b. Grants

There are no new grants to discuss at the moment. Casey has asked staff what grants they will be applying for in 2021. For example, Michele Hjorting, Adult Services is applying for Citizen's Science Educational backpacks, Law for Arizona which provides free legal service and for the extension of the Wi-Fi Hotspot grant. Based on a Yavapai Library Network report (YLN), the Wi-Fi Hotspot is the number one circulated item in the library. Shannon Schinagl, Community Engagement librarian will also be applying for a grant that will fund Bilingual Kits. Bilingual kits will contain themed materials which can be checked out by parents for their kids. Casey has set January 15 as the deadline for staff to submit their grant ideas.

c. Monthly Reports - Joslyn and Casey worked on a new monthly report format based on the Trustees' input. The format is infographic based and uses visuals and statistics that tell a story. It also highlights the impact on the library's key priorities. Mary Jo pointed out that there were discussions to focus on Holds statistics to strengthen the request for additional budget for materials. Casey said that it will be included in both the old and the new report format. Both formats will be retained as the old one is a requirement for the AZ State Report. Donna commented that the new format highlights the positive that is happening in the library. Diane stated that the new format looks great but requested for more time to process and will give feedback in the next meeting. Donna inquired if the report will be made available to the community on the library website. Casey responded that the same report is submitted to the Town Council every month and becomes part of Public Records which then makes it accessible to the public.

6. Management Report

a. Joslyn reported that there are 3 new hires at the Circulation department. Charlie Nardo, Rene Anthony and Joan Livengood. Both Charlie and Rene are still in high school. Joanna was a previous volunteer at the library. Joanna is bilingual and can speak both English and Spanish. All three new hires are quick studies and are already self-sufficient when they take their shifts on the desk. Joslyn said that she is very happy with all three hires. She added that Charlie, who was a volunteer, made a very impressive interview and expressed interest in pursuing library science.

b. Donna cited Casey for doing a successful "Building Bright Futures" presentation during the council meeting last January 2, 2020. Towards the end of her presentation, Council member Richard Anderson asked about fines, noting that the program will be waiving fines. This spurred a discussion

on whether Prescott Valley Public Library (PVPL) should eliminate fines across the board. Casey submitted all research and reports concerning library fines to the Town Manager, Larry Tarkowski and to Mayor Kell Palguta. The mayor conducted a poll on his Facebook account to get a pulse from the community. Casey said that so far, the results show half and half that are for and against removal of fines. Casey predicts that removal of fines will happen as the trend indicates that more and more libraries in the nation are stepping away from fines.

Karen Rauls asked if lost books will have fines. Casey responded that for lost books, patrons will still be fined, only overdue fines are proposed to be waived. If a patron is able to return the book before it goes to the Collection agency, then the fees will be waived. Diane inquired if this would have any impact on the budget. Casey responded that fines comprise less than 1% of the total budget and will not have a huge impact. Donna commented that eventually the Fines Policy will have to be amended. Donna shared that she witnessed a patron had a very large fine but not from us from another library and will have to be spelled out clearly. Casey further explained that The Yavapai County Free Library District does not charge overdue fines, so if somebody goes to the Paulden library and they have fines for us then Paulden can take that money. Once PVPL goes fine-free, and other libraries such as Prescott, Sedona, etc. are still charging fines, PVPL can still take the money for those fines. But if the books were borrowed from PVPL, then the borrower will not be charged.

Karen asked what if the Prescott library is still charging fines and the book was returned to PVPL. Casey responded that the patron will still be charged because the materials belong to the Prescott library.

Diane inquired if there is a policy that if a patron has an overdue or missing book then they cannot borrow more books until they return them. Casey confirmed that if a patron has an overdue book, they will have to return it before they can check out more.

Casey added that before this can be implemented it will have to go through a work study session with the council and once finalized will have to be voted on during a regular Town Council meeting, after which the Fines Policy can then be amended.

7. Friends of the Library Liaison

- a. Sharon reported that the December Tea party was quite successful. There were about 40 people who attended and many baskets and gift certificates were given away. Drawing for the Quilt winner was also announced. The Friends made \$210.00 on the quilt raffle. The budget for 2020 will be discussed in next Thursday's FOL board meeting (January 16, 2020). Sharon hopes the budget will be approved with a little increase in funding for collection, materials and programs.

Diane inquired if Sharon was able to speak to the patron who wanted to put the Friends of the Library on her will. Sharon responded that she was not able to talk to the patron but had left a message so she can get the necessary information. Diane stated that there might be an opportunity to advertise that people are actually doing this.

8. Policy Committee – none at this time

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events - Casey announced that there is a scheduled Budget Open House in Stoneridge tonight and tomorrow, January 15 in Pronghorn tomorrow. If anyone is interested to attend, please notify Tess Willis.
- c. National Trustee News Items – none at this time.
- d. Security for the Library Building – Casey shared that she has a scheduled meeting with Chief of Police, Steven Roser on Thursday, January 16 to discuss the security issues of the library. Casey added that so far, there are already 18 young adults trespassed from the library. Casey is hopeful that something positive will come out of this meeting as the Chief is known to be open to ideas and has a lot of experience with trouble shooting issues.

Diane inquired what the protocol should be when there are kids misbehaving. Karen shared that she had just read the Trustee handbook where it states a staff should be called. Casey added that the Board may call them out for their behavior as well and if help is needed, to call a staff.

- e. Library Trustee Visitations to Other Libraries – Mary Jo shared that she was fortunate to have been able to go to Italy in December. She stayed mainly in Florence and visited a library that was designed by Michaelangelo (Laurentian Library). Of particular interest were the “reading benches” where a list of the collection in the bench can be found. Patrons are expected to sit and read in the bench and the copy was chained to it. The Florentines are very proud of their intellectual and art history.
- f. Library Staff Appreciation – no events until Easter.
- g. Library Staff Visitation/Presentation – Joan Livengood was scheduled to attend the meeting but her shift starts at 10:00a.m. She will be scheduled to be introduced to the Board in next month’s meeting.

10. New Business

- a. Calls to the Public Discussion – Trustee applicant Gilbert Stritar in attendance.

Gilbert introduced himself and shared that he has been retired for 17 years. He and his wife are avid readers. He has had a career in education, completed three degrees and has done a lot of research on

libraries. Gilbert also shared that he was thrilled to read about PVPL's Food Pantry program in the papers. He said that it is great that the library is doing something for the homeless.

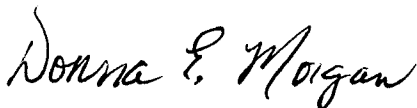
11. Requests for Agenda Items for Next Month's Meeting

- 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
- f. New – Mary Jo requested a follow up discussion after watching the “Active Killer” video which is more specific to what to do in certain situations.
- g. New – comments on the new format of the Monthly Report

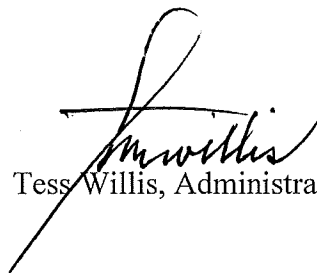
12. Adjournment

Vice President Diane LeMont called for a motion to adjourn the meeting. Karen made a motion to adjourn the meeting, seconded by Mary Jo. The motion passed unanimously. The meeting was adjourned at 10:30a.m.

Respectfully Submitted,



Donna Morgan , Secretary



Tess Willis, Administrative Supervisor