



**Prescott Valley Public Library Board of Trustees**

7401 E. Skoog Blvd, Auditorium, Ground floor,  
Tuesday, **February 2, 2021** at **5:30 p.m.**

**Agenda**

1. Call to Order – President
2. Roll Call – Secretary
3. Review of January 5, 2020 meeting minutes
4. Correspondence – Secretary
5. Financial Review: Budgets, Grants, Monthly Report – Library Leadership
6. Management Report – Library Leadership
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 Leadership
  - e. Library Trustee Visitations to Other Libraries – President
  - f. Library Staff Appreciation – President
  - g. Library Staff Visitation/Presentation
    - i. Joanna Livengood
10. New Business
  - a. Election - Library Board of Trustee Vice President
  - b. 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  
February 2, 2021  
Ground Floor, Auditorium**

**1. Call to Order**

The meeting was called to order by President, Diane LeMont at 5:32 p.m. at the Prescott Valley Public Library, Ground Floor, Auditorium.

**2. Roll Call**

Present: Diane LeMont, Gilbert Stritar, Karen Rauls, Michelle Ebarb, Megan Asay, LaDawn Dalton, Casey Van Haren, Community Services Director, Joslyn Joseph, Library Manager, Tess Willis, Administrative Supervisor, Joanna Livengood, Administrative Assistant.

**3. Review and Approval of Minutes**

After a review of the January 5, 2021 minutes, President, Diane LeMont asked for a motion to approve the January 5, 2021 minutes. Karen Rauls made a motion to approve the January 5, 2021 minutes, Megan Asay seconded. Voting was recorded as:

Yea: Diane LeMont  
Michele Ebarb  
Karen Rauls  
Gilbert Stritar  
Megan Asay  
LaDawn Dalton

Nay:

The motion to approve the January 5, 2021 minutes was passed.

**4. Correspondence – none**

## 5. Financial Review

- a. **Budgets** - Joslyn Joseph, Library manager, reported that the Town management and Council approved a 2 % operating expense increase across the board for the FY21-22. Current fiscal year budget expenditures are right on track.
- b. **Grants**
  - i) Stay Connected kits, laptops and hotspots, are now available for check out by patrons.
  - ii) Adult Services has made accommodations for a school to checkout chromebooks for their students. The chromebooks can be checked out for a minimum of 3 weeks.
  - iii) The Bilingual Storytime kits are ready for cataloging and will be released soon. Joslyn will bring a sample kit in the trustees' next meeting.
  - iv) Librarians are working on Library Science and Technology Act (LSTA) grant applications which are due by March 5, 2021. The LSTA is under the auspices of the Institute of Museum and Library Services and provides funding support to libraries nationwide.
- c. **Monthly Reports-** There were no questions on the December 2020 monthly report.

## 6. Management Report

- a. Joanna Livengood has assumed the library's administrative support position. She previously worked as a library aide at the Circulation department and later as a library assistant at the Children's department.
- b. Riley Schauwecker has been hired as a library aide at the Circulation department effective January 11,2021
- c. Interviews have been scheduled for the Children's library assistant position this week.
- d. Karen would like to extend her appreciation and thank the Town management for considering its employees, especially the library staff, as essential employees and therefore qualifying them to be prioritized to receive the COVID-19 vaccine.
- e. In response to Diane's request for an update on the Community Services reorganization, Casey shared that she had to learn an entirely new department with many moving parts. There are a lot of capital projects such as building renovations and park construction that need to be monitored and managed. Some of these include the installation of a Splash Pad at the Bob Edwards park, renovations at the CASA senior center and work at the Boys and Girls Club. Robert Kieren, Deputy Director has picked up most of the responsibilities on the construction side and has been providing guidance while Joslyn is doing an excellent job running library operations.

7. **Friends of the Library (FOL)** – there are no updates currently.

**8. Policy Committee** – Karen Rauls reported that the policy committee will be scheduling a meeting this month.

**9. Unfinished Business**

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events – nothing to report.
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – none currently.
- e. Library Trustee Visitations to Other Libraries – none.
- f. Library Staff Appreciation – The board agreed to organize a Mexican themed appreciation lunch for the staff and volunteers on Wednesday, February 10, 2021. Trustees will provide the food. Karen will coordinate the event with Tess and Joanna.
- g. Staff Visit/Presentation – Joanna Livengood, Administrative Support I, was introduced.

**10. New Business**

Election of Vice President. LaDawn Dalton moved to nominate Megan Asay as Vice President, seconded by Michelle Ebarb. There were no other nominations. Voting was carried out as follows:

Yea:	Diane LeMont	Nay:
	Michele Ebarb	
	Karen Rauls	
	Gilbert Stritar	
	LaDawn Dalton	

- 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

- h. New – December Break. Casey requested that the Board discuss and consider taking a break and not hold a meeting.

**Adjournment**

President, Diane Lemont called for a motion to adjourn the meeting. Karen Rauls made a motion to adjourn the meeting, seconded by Michelle Ebarb. The motion passed unanimously. The meeting was adjourned at 6:09 p.m.

Respectfully Submitted,

*Karen Rauls*  
Karen Rauls, Secretary

*Tess Willis*  
Tess Willis, Administrative Supervisor