



**PRESCOTT VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
February 4, 2020  
2<sup>nd</sup> Floor Admin Conference Room**

**1. Call to Order**

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

**2. Roll Call**

Present: Kathy Derry, President, Diane LeMont, Vice President, Donna Morgan, Secretary, Mary Jo Dhein, Lucila Mangels, Karen Rauls, 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.

*Note: At this point, Casey Van Haren, Library Director, announced that she and Tess Willis, Administrative Supervisor, need to attend the Town Budget Kick Off by 9:20a.m. and requested that the meeting go out of order and discuss the Fines and Fees Policy first. This is in deference to Town Council's request. Discussion points are recorded under item # 8. Policy Committee.*

**3. Review and Approval of Minutes**

Review of the January 14, 2020 meeting minutes. After a review of the minutes, President Kathy Derry asked for a motion to approve the January 14, 2020 minutes as written. Karen Rauls made a motion to approve the January 14, 2020 minutes as written. Mary Jo Dhein seconded. Voting was recorded as:

Yea:	Mary Jo Dhein	Nay:
	Diane LeMont	
	Lucila Mangels	
	Donna Morgan	
	Karen Rauls	
	Kathy Derry	

The motion to approve the January 14, 2020 minutes was passed.

4. **Correspondence:** none at this time.

## 5. Financial Review

a. **Budgets**

Robert Kieren acknowledged that Casey and Tess are currently attending the Budget Meeting to learn what bump the budget will receive this year. There is a plan for the potential funds. Budget materials, Capital Projects paperwork, Staffing paperwork, IT paperwork, must be completed by the 12<sup>th</sup> to have it to the Town by February 14<sup>th</sup>.

*Addendum: When Casey returned from the Budget Kick off meeting, she announced that the Town granted a 2% increase in operating expense budget to all departments.*

b. **Grants**

Robert reported that the list of Grants has not been completed at this time. The RIPL Conference last week inspired a review of the available Grants and which may be the best fit for PVPL.

c. **Monthly Reports**

December reports were reviewed at the last meeting, January reports are not available yet. Donna noted that the Holds Statistics is to be added to the report. The reports will be available in both the old & new infographic version.

## 6. Management Report

- a. Nothing at this time, as Casey Van Haren, Library Director, was attending the Town of Prescott Valley Budget meeting.

## 7. Friends of the Library Liaison

- a. Sharon reported that the Friends lost one volunteer who moved back home, but gained 4 new volunteers. There will be a volunteer meeting Saturday, February 22<sup>nd</sup> in the morning; expected attendance 16-18. Upcoming inventory reduction sale in April in the Glassford Hill Room. Sharon advised they are looking into selling books on Amazon, possibly in co-operation with other libraries. The Friends were contacted by Erica Schneider regarding putting the Friends in her will. She has authorized the use of her whole name for promotional purposes to encourage others to do the same. The Friends are still working on the honorary plaque for the Koole Room. The Friends donated \$22,000 to the library last year, and budgeted an addition couple of thousand this year. President, Kathy Derry thanked the Friends for their contribution. Sharon credited the volunteers and the new dotting system that allows them to be sure the material in the bookstore turns over every 6 months.

## 8. Policy Committee –

- a. Fines and Fees Policy – Casey announced that the Town Council wants to get rid of all fines. Not fees, just fines. Robert, Joslyn and Casey worked together to write the new policy. Council member Richard Anderson was involved. Library notices and overdue accounts were added. As a result of the haste with which the policy was put together, some issues have already been noted. Diane noted a table that was unlabeled, also the 3<sup>rd</sup> bullet under “Borrowing Limits” holds placed through the catalog to

include online. Diane questioned the policy of holding the items for 10 days, and Casey explained that it is to allow for patrons who receive notice by mail, also our population travels a lot. The standard for most libraries is 10 days. Karen noted that accounts owing \$25 are sent to collections and then they owe \$15 in collection fees, that's 60% of their original debt; maybe the threshold for being sent to collections should be raised. Casey advised that accounts used to be sent to Credit Reporting at \$50, but as that does not happen anymore the Collections threshold could be raised to \$50. Donna voiced concern over the ultimate goal of getting items returned to the collection. Casey does not believe that will be affected, and actually it will save PVPL money from fees to the collection company, Unique Management, and mailing notices. Donna asked how Cool Express items will work now; they used to have a \$1/day fine when overdue. Casey confirmed those fines will be gone, but she is not concerned that people will not return them on time. The research has shown no issues with items not being returned just because there are no fines associated. Casey provided a map of the United States showing all of the fine-free libraries, as well as the website for more information. Donna questioned the verbiage under "Damaged/Lost Materials" if the "cost of the item" should read the "replacement cost of the item" as the value of an item may have increased since we purchased it. Casey advised that the monies go into the general fund, rather than actually replacing the item, and nothing in our collection is more than 10 years old. Diane noted corrections to the eReader/Kindle data and the HotSpot data. Donna expressed concern for patrons who repeatedly have issues with lost books, and the fees associated. Casey and Joslyn affirmed that PVPL works with patrons who come in and are honest and ask for help. Karen noted that the collection company's goal is to get the materials returned to the library, not the collection of fees.

Donna asked how many notices patrons receive. Joslyn advised patrons receive 4 or 5 courtesy notices, and as such, they are not stated in the policy. Diane noted the need to revise the notices as to the specifics of "overdue" and "lost;" Joslyn confirmed that would happen. The board agreed to vote via email after they have received the corrected copy of the policy, so as to have it ready for the March Council meeting.

## **9. Unfinished Business**

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events - Karen Rauls attended the Stoneridge Public Budget Meeting. Potential attendance of an upcoming Council meeting for the presentation of the Fines and Fess Policy or a new Trustee appointment.
- c. National Trustee News Items – none at this time.
- d. Security for the Library Building – Robert reported that PVPL is looking at what can be done in the next budget year to improve security. PVPL's new Active Shooter Workplace Response Procedure was presented to the board for review. This is the final revision that has come back from legal, and will be adopted. Informational per the Board's concern. The Board suggested having designated lock-down areas. Kathy Derry requested that the Board be included on any trainings so that they can be

prepared as well, per their duty as board members, to assist. Karen asked if we have a “panic button” and Joslyn advised that we do not, and that is why the procedure is to call 911 and leave the phone off the hook.

- e. Library Trustee Visitations to Other Libraries – none at this time.
- f. Library Staff Appreciation – nothing official until Easter. Mary Jo noted that she intends to bring cookies for Valentine’s Day and invited others to do so as well.
- g. Library Staff Visitation/Presentation – Joanna Livengood was presented as a new Library Aide. Joanna was a volunteer in the past. She is bilingual and is now PVPL’s only Spanish-speaker on staff.

#### **10. New Business**

- a. Calls to the Public Discussion – none at this time.

#### **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 – additional info on staff training plans.
- e. Old – Library Staff Appreciation
- f. New - Interview questions for future board members to determine their level of commitment to the Library & the Board.
- g. New - Discuss the possibility of moving the Board meeting to another time.

#### **12. Adjournment**

President, Kathy Derry called for a motion to adjourn the meeting. Diane LeMont made a motion to adjourn the meeting, seconded by Karen Rauls. The motion passed unanimously. The meeting was adjourned at 10:10am.

Respectfully Submitted,

Donna Morgan , Secretary

Genevieve Priest, Administrative Assistant