



**PRESCOTT VALLEY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES  
March 2, 2021  
Ground Floor, Auditorium**

**1. Call to Order**

The meeting was called to order by President, Diane LeMont at 5:30 p.m. at the Prescott Valley Public Library, Ground Floor, Auditorium.

**2. Roll Call**

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

Michelle Ebarb – absent

**3. Review and Approval of Minutes**

After a review of the February 2, 2021 minutes, President, Diane LeMont asked for a motion to approve the February 2, 2021 minutes. Gil Stritar made a motion to approve the February 2, 2021 minutes, Megan Asay seconded. Voting was recorded as:

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

The motion to approve the February 2, 2021 minutes was passed.

**4. Correspondence** – the Board received a “thank you” card from the staff to show their appreciation for the trustee sponsored luncheon last month.

## 5. Financial Review

- a. **Budgets** – Joslyn Joseph, Library Manager, reported that the budget entry process for FY 2021-22 has been completed. Casey Van Haren, Community Services Director and Robert Kieren, Community Services Deputy Director, will be attending a budget review with the interim Town Manager, Ryan Judy and the Assistant Town Manager, Karen Smith on March 23, 2021. The 2% operating expense increase will primarily be used to fund additional WiFi hotspot devices and internet connection charges.
- b. **Grants** – 7 different grants were reviewed and finalized for submission to the Library Science and Technology Act (LSTA) grants committee. Approval of the grants will be announced in May 2021.
- c. **Monthly Reports-** there were no questions on the monthly report.

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## 6. Management Report

- a. Haley Larson, newly hired Children's library assistant started last week.
- b. Most staff have scheduled for their second round of vaccinations.
- c. Diane commented that she is grateful volunteers were given the same vaccination opportunity. Diane and her husband, Don, were able to get theirs and found the process to be smooth and well organized.

## 7. Friends of the Library (FOL) –

- a. Sharon Peterson, FOL President reported that they are still trying to get eBay to work. There has only been one sale so far. Brandi Silbaugh, Volunteer Coordinator, is helping set it up to get it to work more smoothly.
- b. The FOL is currently doing a green dot sale and pushing the magazine sale.
- c. Diane inquired who among the staff is managing the library's website as there is some information that needs to be updated. Joslyn responded that it is currently being managed by Shannon Schinagl, Community Engagement Librarian, Michele Hjorting, Adult Services Librarian, and herself. Any requests for changes should be sent to Joslyn.
- d. Sharon commented that the FOL can provide funding for Adult Services, Young Adult, Tweens and Children's collection but will not be able to support anything else.
- e. Diane inquired if the librarians are caught up with their collection purchases after the budget freeze was lifted. Joslyn will provide an update regarding this matter in the next meeting. Diane explained that this information is essential for the FOL's next meeting.

**8. Policy Committee –**

- a. Donation Policy – the donation policy is still currently being reviewed.
- b. The Group Visits and Tours policy will be added for review by the policy committee. Both policies will be presented to the Board in next month’s meeting.

**9. Unfinished Business**

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events – none currently.
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – Security coverage has resumed at the library, Monday through Thursday from 12pm-5pm.
- e. Library Trustee Visitations to Other Libraries - LaDawn visited a couple of libraries in Boise, Idaho. She noted that there were a lot of holds, but the libraries had limited hours and limited the number of patrons that could go inside the library. There was no drive thru option. The library also did not have furniture available for the patrons to use.
- f. Library Staff Appreciation – Karen stated that as the trustees agreed to host a staff appreciation activity every other month, the next one will be in April for Easter. Karen suggested getting a big bag of candy that library management could distribute to staff. She also suggested ice cream for the month of June since it’s close to summer, a back to school luncheon for August, a Halloween theme for October and something special for December. Trustees are reminded to check the minutes and review what has been suggested and provide feedback.
- g. Staff Visit/Presentation – none currently. Haley Larson will be introduced in next month’s meeting.

**10. New Business**

- a. December break – After a brief discussion on Casey’s request for the board to take a break in December and not hold a meeting, Karen, made a motion not to meet in December and Gil seconded. Voting was recorded as:

Yea: Diane LeMont  
Karen Rauls  
Megan Asay  
Gil Stritar  
LaDawn Dalton

Nay:

- b. Calls to the Public Discussion - none

## 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


## Adjournment

President, Diane Lemont called for a motion to adjourn the meeting. Karen made a motion to adjourn the meeting, seconded by Megan Asay. The motion passed unanimously. The meeting was adjourned at 5:54 p.m.

Respectfully Submitted,



Karen Rauls, Secretary



Tess Willis, Administrative Supervisor