



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 2, 2019
Library PC Lab**

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, Donna Morgan, Sharon Peterson, FOL President, Casey Van Haren, Library Director, Robert Kieran, Public Services Manager, Tess Willis, Administrative Assistant, and Angie Nelson, Administrative Assistant

3. Review and Approval of Minutes

Review of the March 5, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the March 5, 2019 minutes. Diane LeMont made a motion to approve the March 5, 2019 minutes, Larry Martin seconded. Voting was recorded as:

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

The motion to approve the March 5, 2019 minutes was passed.

4. Correspondence

Nothing to Report

5. Financial Review

- a. **Budgets** – Casey Van Haren, Library Director reported that there was a budget review with the town last week. The library requested funds for a few capital projects and Casey is very happy with the generosity of the Town.
 - i) The library received \$7,000 to replace the rock that is located in a few areas around the library with concrete and slate.
 - ii) The library also received funds for lighting for the Children’s Area.
 - iii) The library requested \$150,000 to upgrade the projectors in the Auditorium, Crystal Room and the Children’s Department. Larry Tarkowski awarded the library with \$50,000. Casey Danner, Library IT Manager received a quote from Level3 for the purchase and installation of the projectors and the quote was astronomical. We will seek quotes from different companies.
 - iv) Donna Morgan asked if the projector replacement and installation is coming out of the library budget. Donna indicated she thought that the Town handled the Crystal Room and Auditorium. Casey replied that the funds come out of the library’s budget because it is our building.

- b. **Grants** – Casey reported an update to the Community Assessment Plan grant. The library had to let go of consultant Sam McBane and the library hired Jamie LaRue to take her place. Jamie was the Library Director for the Douglas County Library in Colorado. He turned the library around from being the worst in the nation to being the best library in the nation. He works for the American Library Association, he writes publications and he was a speaker at RIPL. He will be onsite from April 10 through April 12 to set up the framework for the creation of our Mission, Vision and Values with staff. He will assess the data that we have gathered so far and he has communicated that he will check in with the library on a weekly basis for progress updates. Casey is very excited to have someone of his caliber working with us.
 - i) Larry asked if anyone from the board will be invited to the meeting. Casey responded yes it is very important that we have representatives from the Friends of the Library and the Library Board in attendance.
 - ii) Diane asked if the payment to Jamie LaRue will come from the grant. Casey responded that he will be paid from the remainder of the grant.

- c. **Monthly Reports-** Casey Van Haren, Library Director reminded the Trustees that the statistics look inflated because there were a couple of work stations that were left out of the report previously and are now included. By next year, the statistics will reflect an accurate number.

6. Management Report – Library Director

- a. Building Improvements – Casey reported:
 - i) The Campsites have been removed from the 1st floor. The removal allows a better line of sight and allows for more light to come in. The contractor had to order junction boxes for the floor and on Friday will install them and re-carpet the area for a flat surface.
 - (a) Larry asked what the plans are for utilizing that space. Casey responded that the CD’s are currently on the backside of the fiction and the CD’s will be moved forward into their separate area. This will give more room for fiction. Computers will also fill in some of the space.

- (b) Larry asked if the 2nd floor campsites will be removed as well. Casey responded that they will stay in place for probably the next 5-10 years. Casey has been talking to Casey Danner about moving all of the computers to the second floor and to have all of the collection on the first floor. It is a very expensive move because the second floor would need to be rewired with Cat 6 - Ethernet wiring for the computers and the existing electrical power is limited and would need upgrading.
- (c) Donna asked about the Children's area. Casey answered that the Children's area will stay on the 2nd floor.

7. Friends of the Library Liaison

- a. Sharon Peterson, Friends of the Library President reported that Friends will continue to raffle off more gift baskets. Cheri Stratton from the Village Trading Company has donated some baskets. The basket raffle has been going very well and will continue.
- b. Friends now has an eBay volunteer. She sells some of the donated books on eBay. She has already brought in more than \$50.00.
- c. The library approached the Friends about sponsoring two grants that will be distributed through the Friends of the Library.
 - i) 1st graders to have library cards
 - ii) Reach out to Spanish Speaking patrons.
- d. Ongoing dotting system has been scheduled through the end of the year and will be easier going forward.
- e. Friends met with Jody Paget from Pershing LLC (short term fund) and from Carol Chamberlain from The AZ Community Foundation (long term fund). The funds are rallying after being down, the long term fund is still down but the short term fund has recovered.
- f. Diane Milinkovich is a director on the board of the Friends of the Library. She recently retired from the Prescott Valley Library.
- g. Kathy asked how the new volunteers are doing. Sharon responded that almost all have stayed, they did lose 1 volunteer that has been volunteering for quite some time and some have other commitments so the Friends will be seeking 1 or 2 more volunteers.

8. Policy Committee – Policy Sub-Committee

- a. Mary Jo indicated that it is an ongoing project. They had a good discussion at their last meeting, but do not have any revised policies to present.

9. Unfinished Business

- a. Library Trustee Handbook Discussion – Bylaw Sub-Committee
 - i) Adoption of revised Bylaws – The Bylaws were passed by the Town council on March 28, 2019.
- b. Trustee Attendance at Public Events –
 - i) Kathy reported that board members attended the Town Council on Thursday March 28, 2019.
 - ii) Upcoming Events to be aware of are:
 - (a) The Pinwheel party on Saturday April 27, 2019 from 11am to 2pm will be located on the town green. It is put on by Prevent Child Abuse of AZ. The library will have a booth there.

Casey, Tess, Lynette, Shannon, Jeff and Angie will be there. We will have story time and we will be giving away books and will sign people up for library cards.

- (b) April 23, 2019 is the Volunteer Dinner at the Findlay Event Center. If anyone from the board would like to attend, let Tess know by April 8, 2019. It is important to let Tess know because she needs to report if there will be a quorum.
- (c) Donna asked about board members attending the JA Jance event, what should they do if they all show up? Tess responded that if 3 or more board members attend this or any event that they need to avoid each other. The same applies if they see each other at the grocery store, etc. If there are 2 board members, they can talk.
- c. National Trustee News Items – President – Nothing to report
- d. Security for the Library Building – Casey reported the following
 - i) Mike from Capital Guard is the security guard on Wednesdays.
 - ii) Mary Jo who was part of Volunteers in Policing (VIP) for the town will not be able to volunteer anymore. She volunteered on Fridays. Casey put a call into the town to request another VIP.
 - iii) Milo is a VIP on Mondays and Saturdays.
 - iv) The 4th floor will be shut down between 2pm to 5pm daily due to recent bad behavior.
 - (a) Lucila asked if...
 - (b) Larry asked if the cameras are still operating. Casey responded yes
 - (c) Kathy asked if VIP's need to be from Prescott Valley? Casey indicated no
 - v) Update on the violence in the library training policy – Casey met with Karen and they will work together on an active shooter training policy. Sergeant Joe McCamish is going to assess the library building. He will set up training in June or July and to train staff. It is a 2 hour training. The training will be given in 2 groups. Once the policy and procedure has been developed it will be reviewed by Joe to ensure the policy covers everything.
 - (a) Diane asked if volunteers will also receive the training. Casey said yes that the training is open to volunteers. It will be mandatory for staff but it is open to volunteers.
- e. Library Trustee Visitations to Other Libraries –
 - i) Mary Jo visited several libraries in the last calendar year:
 - (a) NYC Public Library. Her take away from that visit was a librarian booth with a sign ‘What would you like to read today?’ Once you answer, the librarian would come up with recommended books and she had a top 10 list from the NY Times.
 - (b) Hawaii – The library system consists of the entire state. The library she visited was a school library that was connected to a school and a public library. On the bookmarks they gave out they promoted their programs and learning websites.
 - (c) New Orleans, LA – She took a walking tour of some of the areas that were hit the hardest from Hurricane Katrina. Mary Jo asked her tour guide about the library and he told her that it was one of the first things that was restored.
 - (d) Bisbee, AZ has the oldest continuously operated public library since 1882. Her takeaway wasn't from the library but from some of the local shops. At a bookstore she spoke to the owner and he shared that they were getting ready for the Friends of the Library chocolate tasting fundraiser. They said they love supporting the Friends of the Library and he wants that connection to continue. It is a small community and they work together.

- (e) Puerto Peñasco, Mexico aka Rocky Point – Mary Jo has a friend that lives in the small solar powered community that she visited in February. Her friend showed her their volunteer lending library. Some of the citizens modified a security shack into a library.
- ii. Larry reported that he and Jorette paid a visit to the Spring Valley library. Ted Johnson, former Prescott Valley Library Assistant Director, gave the tour. It is in a small building next to the high school.
- f. Library Staff Appreciation – Kathy asked the trustees to bring in a bag of candy and plastic eggs. Give the items to Tess. They will be hiding Easter eggs again this year. For the golden egg, Casey will donate a \$25 gift card to the Peavine Coffee House.
- g. Library Staff Visitation/Presentation – Michele Hjorting, Adult Services Librarian and Jim Black, Library Assistant presented on two programs, Citizenship Classes and the Food Pantry.
 - i) Citizenship classes started last year. Jim and Michele initially taught the class. The classes are supported by a grant that Michele wrote and was awarded for \$4,000.00 in July of 2018. The funds were used to hire an instructor and to purchase materials.
 - (a) There have been three 10 week classes to date.
 - (b) Helped 18 people prepare for the Naturalization test. Prior to this have helped 30 people prepare for the exam and to date over 15 people have taken the test and passed successfully.
 - (c) Three Citizenship kits are available for checkout for 6 weeks. They contain different tools and aids to help patrons prepare for the test. It is for those that prefer to independently study instead of attending a class.
 - (d) A Citizenship Corner has been established, it is located near the Spanish section. Displayed are pamphlets, forms and information regarding Citizenship testing.
 - (i) The government has a lot of free tools. There is a lot of misdirection and Jim and Michele have provided handouts regarding free learning. Many websites provide false information and either charge a substantial fee for learning materials and/or state that an attorney is required. The government website is <https://www.uscis.gov/> and provides a lot of free learning tools and information.
 - (e) Areas where people have come from that attended Citizenship classes -
 - (i) Papa New Guinea, Poland, Luxembourg, Columbia, Norway, Germany, Zimbabwe, Peru, Mexico, France, Ireland, England, Denmark & Philippines.
 - 1. Attendees have become friends and stay friends after the class is over.
 - (f) The test is expensive and costs \$800. They get 2 tries and if they do not pass, they do not get a refund. USCIS is the only agency where the money you spend stays with that organization and is used to provide free learning tools and information.
 - (g) Mary Jo asked how the students found out that the library offers citizenship classes. Michele responded that they push the information out as a library sponsored program and use different media sources including the radio, newspaper, Hispanic newspaper, church bulletins and word of mouth.
 - ii. Food Pantry – Michele read an article about a year ago about a library that had a food pantry and she shared it with some staff. It resonated with Jim and although the idea started with Michele, Jim has been the one to implement it and the credit goes to Jim.

- (a) The program began in November 2018. The pantry is located on the second floor by the reference area. This location affords the users more privacy. No registration or income requirements are required. Patrons are encouraged to take what they need and to donate what they can. It has taken off with people of all age groups, especially teens and seniors. The library pantry has given away about 700lbs of nonperishable food. The pantry is restocked every morning and we have the only food pantry in the community that is open 7 days a week.
- (b) Donations can be brought to the front desk, bring the items to Jim's desk or put the items directly on the pantry shelves.
- (c) Items in great demand are: Ramen noodles, canned soup, granola bars, ready to eat snacks, baby products, tuna and spam.
- (d) Larry asked if we are advertising the library pantry.
 - (i) Michele said yes and that in some of the community conversations she has had with the Police Department and with social services agencies in the area, the information has been communicated.
- (e) Jim reported that one in eight families has food insecurities. This means that they do not know where their next meal is going to come from.
- (f) Casey also gave kudos to Jim. He has done an amazing job keeping it advertised and tidy.
- (g) Casey added that the library will be a sponsor for Better Bucks. This is a program that was created by the Shadow Foundation and the Prescott Valley Police Department implemented to address panhandling. They are to be used in place of money for food and toiletries and can be used in Prescott Valley at the Wal-Mart on Glassford Hill and at Stepping Stones. The library will sell booklets for \$6.00 each. There are 5 Better Bucks in each booklet. Other sponsors are Sun Valley Tire & Automotive, Little Dealer Little Prices, Wal-Mart, Stepping Stones, Great Circle Media, Center for Physical Excellence, Hensley Beverage Company, Findlay Toyota and the Prescott Valley Police Department.
- h. Board of Trustee's Training
 - i) Short Takes Video – Working Effectively with Friends

10. New Business

- a. Calls to the Public Discussion – Kathy asked the two trustee applicants to tell everyone a little about yourselves and why they are you interested in the group?
 - i) Ann Rowland – retired professor of language and literacy. She received her degree from the University of AZ. She has been working with libraries her whole career. She retired a couple of years ago. She and her husband decided to come back to Arizona and want to be a part of the community. She thinks serving on the Library Board would be a good way to do so. She still has a passion for reading, books, kids, teens, adults, learning and bringing communities together.
 - ii) Joe Larive– He was on the Prescott Library Advisory Board for several years. He recently moved to Prescott Valley and he decided that being a board member would be similar to what he has already been doing.
 - iii) Larry indicated that there will be two openings because his term ends in 2019. We have an opening right away and another opening in June 2019 when Larry's term ends.

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
 - Feedback /suggestions on Town Workplace Violence Policy & Procedure
- e. Old – Library Staff Appreciation
- f. New – No new items requested

12. Adjournment

President Kathy Derry called for a motion to adjourn the meeting. Larry made a motion to adjourn the meeting, seconded by Lucila. The motion passed unanimously. The meeting was adjourned at 10:01 a.m.

Respectfully Submitted,

Diane LeMont, Secretary

Angela Nelson, Administrative Assistant