



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
April 6, 2021
Ground Floor, Auditorium**

1. Call to Order

The meeting was called to order by President, Diane LeMont at 5:34 p.m. at the Prescott Valley Public Library, Ground Floor, Auditorium.

2. Roll Call

Present: Diane LeMont, Gilbert Stritar, Karen Rauls, Megan Asay, Michelle Ebarb, Jim Lawson, newly appointed Trustee, Casey Van Haren, Community Services Director, Tess Willis, Administrative Supervisor, Joanna Livengood, Administrative Assistant. Sharon Peterson, FOL President, Haley Larson, Children’s Library Assistant, Lynette Christiansen, Children’s Librarian, Brandi Silbaugh, Recreation and Volunteer Coordinator.

LaDawn Dalton – absent

Diane requested to go out of order from the agenda to introduce Haley Larson, newly-hired Children’s Library Assistant. Haley is a junior student at the Yavapai College working on her Psychology degree. She hopes to complete her masters and become a school psychologist.

3. Review and Approval of Minutes

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

Yea:	Diane LeMont	Nay:
	Karen Rauls	
	Gilbert Stritar	
	Megan Asay	
	Michelle Ebarb	
	Jim Lawson	

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

4. **Correspondence** – Karen Rauls, Secretary, received Diane’s resignation letter and asked if Diane would read it herself. Before reading her letter, Diane explained that the reason for her resignation was unexpected and sudden but necessitates relocating out of Prescott Valley next week. Her resignation is effective April 10, 2021.

The Vice President will take over the President’s responsibilities until such time that a new President is elected. Per Bylaw’s schedule, election of new officers will take place in July 2021.

Brandi Silbaugh, Recreation and Volunteer Coordinator presented a framed photo collage with staff and volunteer signatures in recognition and gratitude for Diane and Don’s many years of service to the library and the Town of Prescott Valley. Don served as one of the Directors of the Friends of the Library.

5. Financial Review

- a. **Budgets** – Casey Van Haren, Community Services Director, reported that management and staff are putting together a list of essential equipment and furniture such as RFID pads, scanners, computer chairs, library book carts, etc. that can be purchased within the current fiscal year’s budget. These items are either essential or need to be replaced.

Diane requested that a report on the status of the Claire Macewicz funds be included in next month’s meeting. This information would be helpful to the Friends of the Library (FOL) to know.

- b. **Grants** – results of the LSTA (Library Science and Technology Act) grant applications will be known in May 2021.
- c. **Monthly Reports-** there were no questions on the monthly report.

Casey mentioned how proud she is of the article released by SignalsAZ on the “Library of Things” grant program that was authored and implemented by Michele Hjorting, Adult Services librarian.

6. Management Report

- a. Eunice Ricks has been hired for the library aide position effective April 19, 2021. Eunice will be introduced to the Board in next month’s meeting.
- b. Karen Conaway, Library Assistant, Tech services is retiring effective April 30, 2021. The position will be posted by HR on April 9, 2021.
- c. Joslyn is requesting that the Trustees view and share the library’s YouTube and podcast postings to encourage a wider reach. This week is National Library Week. Trustees can engage the public by sharing the library’s social media postings and encourage friends and family to do the same.
- d. Karen requested clarification on the deadline to submit volunteer hours to Brandi. Casey will find out and email the information.

7. Friends of the Library (FOL) –

- a. Sharon Peterson, FOL President reported that the Friends is currently having a sale and asked for everyone’s support.
- b. As the library goes back to its normal hours, the Friends is is planning a big book sale for some time in September or October 2021.
- c. With Diane and Don LeMont resigning from the FOL board, there is a need to fill in their positions. Fortunately, the FOL has received 4 applications for the 2 board positions.
- d. The FOL have so far sold 2 books through their eBay store, however, there are still issues that need to be fixed.

8. Policy Committee –

Group Visits and Tours Policy – after a brief review and discussion on the policy, Diane asked for a motion to proceed and have the policy submitted and reviewed by the Town’s Legal department. Michelle moved to have the policy submitted and Jim seconded. Voting was recorded as:

Yea:	Diane LeMont	Nay:
	Karen Rauls	
	Gilbert Stritar	
	Megan Asay	
	Michelle Ebarb	
	Jim Lawson	

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events – Brandi is going to present information on the FOL’s eBay store program during the Council’s work study on April 15, 2021. She will also introduce the 2 volunteers who will be running it. Trustees are invited to attend.
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – security coverage is on every Tuesday-Thursday from 1pm-6pm.
- e. Library Trustee Visitations to Other Libraries – none at the moment.
- f. Library Staff Appreciation – Karen left a bag of candies and Joanna sent an email informing all staff. Future ideas previously suggested are: June – ice cream bars. August - back to school theme, October – Halloween. December – to be determined.
- g. Staff Visit/Presentation – this was done out of order. See above transcript after “Roll Call”.

10. New Business

- a. Calls to the Public Discussion – none
- b. Sales and Solicitation from Legal under Policy Committee.

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 Michelle. The motion passed unanimously. The meeting was adjourned at 6:12 p.m.

Respectfully Submitted,



Karen Rauls, Secretary



Tess Willis, Administrative Supervisor