



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
June 4, 2019
Library PC Lab**

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, PC Lab, Second Floor.

2. Roll Call

Present: Kathy Derry, Diane LeMont, Lucila Mangels, Larry Martin, Donna Morgan, Mary Jo Dhein, Casey Van Haren, Library Director, Sharon Peterson, Friends of the Library (FOL) President, Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Tess Willis, Administrative Assistant, Michele Hjorting, Adult Services Librarian, Jeff Howick, Teen Librarian, Brandi Silbaugh, Library Assistant.

3. Review and Approval of Minutes

Review of the May 7, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the May 7, 2019 minutes. Larry Martin made a motion to approve the April 2, 2019 minutes, Donna Morgan seconded. Voting was recorded as:

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

The motion to approve the May 7, 2019 minutes was passed.

4. Correspondence

Nothing to Report

5. Financial Review

- a. **Budgets** – The budget for Fiscal Year 2019-2020 was just approved and discussed recently. There are no updates at this time.

- b. **Grants** – Casey Van Haren, Library Director updated on the following :
 - i) Jewish Community Foundation Grant - Casey reported that the grant for Early Literacy was not approved. Casey expressed her disappointment as Early Literacy was identified to be one of the library's key priorities.

 - ii) Community Needs Assessment Grant project – as an update to the survey done to determine which version of the mission statements resonated with the library staff and community, the data shows an overwhelming preference for mission statement # 1 – “ *Compassionate and knowledgeable library staff welcome, enrich and inspire all in our community to learn and grow together*”. Casey stated that another meeting will be scheduled with Jamie LaRue to let him know that this is the definitive choice of the community and to discuss next steps. Casey also shared that she and Michele Hjorting, Adult Services Librarian are in the process of engaging a graphics designer who will be doing the rack cards which will include the mission statement as well as the library's performance appraisal. Diane LeMont inquired if Casey is going to include the strategic plan in the agenda as it is being implemented so the Board can follow its progress. Casey responded that the Board will definitely be apprised of the status of the program as it moves forward. Casey shared that staff has done an amazing job reaching out to diverse demographics in the community. The latest of which was with the Vital Moms, a support group community hosted by the Heights Church for moms from all over the quad-cities area who have at least one child under the age of 12. The conversation was held last May 16, 2019 and 120 moms participated. The staff team was composed of Jeff Howick, Michele Hjorting, Shannon Schinagl and Joslyn Joseph. Prior to the meeting, a survey was sent out to the moms and the predominant feedback on what keeps them from visiting the library are fines. The moms were very receptive to the programs that were shared by staff and were especially appreciative of the library's offer to waive fines if that was the main reason they were holding back visiting the library. The waiving of fines does not include those accounts that have already gone to collection and lost books.

 - iii) Casey also shared that she has been advocating the removal of fines and has sent information to the Town manager, Larry Tarkowski justifying why this would be good for the community. Casey said that her only concern was that the fines represent approximately \$10,000.00 of the total library operating expense budget and this may be taken out if the removal of fines gets approved. If that would be the case, an appeal may have to be made to the Town council.

Donna Morgan suggested that perhaps implementing a humanitarian component like the “Food for

Fines” would have less resistance from the Town. Casey said that the library already has the annual “Food for Fines” program in place as well as the Food Pantry program that’s being managed by Jim Black, one of the library assistants and would like to maintain these as stand-alone programs.

Diane LeMont stated that she agrees with Donna’s suggestion as this could encourage patrons to return books. Casey clarified that the fines to be removed only covers the regular fines such as late return fees. Books or materials that are lost or damaged are still subject to cost recovery fees. Casey added that research has shown that fines are not a deterrent to late return of books but only discourages public access to the library. It is for this reason that Maricopa County and Salt Lake City to name a few, have stopped issuing fines.

Larry Martin inquired how long it takes for a book to be considered overdue. Casey responded that it takes 6 weeks.

- iv) Donna inquired if there were any updates to the law suit particularly about the side panels of the building as they seem to have deteriorated even more. Casey said that she has not heard any news on the litigation. Josh Newsham, the Facilities supervisor has had the side panels power washed but it did not do any good.
- v) Donna also inquired if the repair of the broken curb is going to come out of library funds. Casey confirmed that it will come out of the library’s facilities budget.

- c. **Monthly Reports-** Casey reported that in line with continuing efforts to clean up and come up with accurate monthly reports, it has been decided that *in-house numbers be removed since it skewed the statistics and is not representative of the collection circulation. Reference questions have gone down due to some changes implemented, particularly the phone tree where options and answers to commonly asked questions were provided upfront to callers.

**In-house numbers represent the number of library materials that are taken off the shelf by patrons while in library premises but are left on the carts and not checked out.*

- d. **Management Report -** Casey reported the outcome of her presentation to the Council on the Library Sunday Pilot Project. Statistics show that there had been over 5,000 patrons visit the library on Sundays. Casey recommended to Council that the library will continue to open on Sundays. The operating hours during the weekday will continue to be from 9:00a.m. – 7:00p.m. from Mondays-Thursdays. Although there were initial concerns about programming being affected due to the early close, the data actually shows that programming numbers are up, the busiest hours being from 1:00p.m. – 5:00p.m. Casey added that without additional staffing, it is not feasible to extend the opening hours until 8:00p.m. Mary Jo noted that 1:00p.m. – 5:00p.m. are school hours, so numbers are expected to be higher during early release on Wednesdays when school resumes.

Joslyn Joseph, Circulation and Cataloging Manager, announced that she is attending an American Library Association (ALA) conference in Washington, D.C. to learn about current issues and trends in

library and information science and technology. She is leaving on June 19 and will return on the 26th. She will share her learnings upon her return.

6. Friends of the Library Liaison

- a. Sharon Peterson, FOL President, reported that the Friends' have been promoting a gift basket raffle as part of its fund-raising campaign. On May 23, 2019, sisters Mary Smith and Frances Parrish were announced as the winners. Their pictures are currently on display at the Friend's store. Diane added that they would like this to be posted on the website. Casey stated that all she needs is a copy of the pictures and she will take care of publishing it.
- b. Sharon also updated that the FOL will start putting books on eBay as it will more likely encourage people to buy if they can pay through PayPal.
- c. The process of changing the 2nd floor meeting room to the *Koole Room* has been included in the Parks and Recreation commission agenda next Tuesday, June 11, 2019. Stuart Mattson, former PVPL Library Director will attend the meeting.
- d. The FOL is also partnering with Culver's Prescott Valley for a fund-raising night on June 26, 2019. 10% of the proceeds will go to the Friends. Flyers have been made which are to be given out at the Information Desk. Bobby Kieren, Public Services manager will also try to get a radio spot to advertise it.

7. Policy Committee – Policy Sub-Committee – Mary Jo Dhein complimented Bobby and Joslyn stating that they are two brilliant people she has enjoyed working with and praised them for the hard work they have done in reviewing and revising the library policies. The policies being presented to the Board in general reflect the logistics of the library given the changes in library hours.

a. Internet Policy –

- i) In paragraph 4, Larry inquired about the statement "*Access to, or use of the Internet by minor children under age 18 is solely the responsibility of the parent or legal guardian*". Casey and Joslyn explained that it is not the library's responsibility to police what minor children access in the internet and parents cannot hold the library liable for the actions of their children. Casey added that the American Library Association (ALA) promotes free access to information and the library supports that belief but there is no way that library staff can police the internet sites that these minors access.

Diane asked if there was a way to make the statement more specific. Joslyn responded that there are so many possible scenarios that when you miss out on something, it can be more of an issue.

- ii) Item # 2, Larry inquired what the statement "*Internet workstations are available for walk-in use only*" means. Joslyn clarified that it means there is no need to reserve a workstation, it is on a first-come-first-served basis. This particular statement is specific to requests from patrons to use the public computers.

b. Lost and Found Policy-

- i) There were two references to Prescott Valley Policy numbers namely: Prescott Valley Town Facilities Use Policy, No. 1-07 and Prescott Valley Disposition of Unclaimed Money and Property Policy No. 1-06. Diane asked whether these were both up to date. Both Joslyn and Mary Jo confirmed that they were.
 - ii) Diane suggested that bullet #s 3 and 4 be swapped.
 - iii) On bullet #2, the statement “*..make reasonable attempts to identify and notify owners..*” Donna inquired if notifying owners is documented in any way. Casey confirmed that there is a log.
 - iv) In paragraph 2, Kathy noted the statement that refers to “*designated locations*” and wanted to know if there is more than one location for lost and found items. Joslyn responded that for regular items, there is a designated box but for valuable items such as jewelry or wallets, these are kept in a secure cabinet.
 - v) Casey pointed out that all references to Circulation or Help Desk must be changed to Information Desk for consistency.
- c. Meeting Room Use Policy –
- i) Larry inquired why the 2nd floor meeting room is the only one with a generic name. The reason for this is because the room’s name is likely to be changed again soon.
 - ii) Diane suggested that adoption of the policy be deferred as the 2nd floor meeting room may just change its name next month. A question was also asked whether the policy merits a legal review when it’s just a change of name or logistical information. If the changes are only logistical in nature, then it is not needed, but there could be other changes in the document that would require it.
 - iii) Item # 13, Larry suggested adding the word “in” before the statement “*the event the room is needed by Town Management Services...*”
- d. Library Card Policy -
- i) Kathy suggested that in paragraph 6, the phrase “*all necessary information is input directly...*” to change the word “*input*” to “*entered*”.
 - ii) Diane noted that in paragraph 1, the word “principles” was crossed out in the Lost Card Policy but not in the Lost and Found policy. Joslyn confirmed that she will take the word out in the Lost and Found policy as well.
 - iii) On paragraph 5, Diane suggested adding an “a” to the second line “*.....until proof of a current Yavapai County address....*”
 - iv) On paragraph 5, Donna inquired what a temporary library card means. Casey explained that a library card will be issued but on record, the card expires in 3 months unless the patron is able to provide a current address. Joslyn added that limited privileges means the patron can only check out 2 items, is not able to put items on hold and their card will not be honored in other Yavapai Library Network libraries except at PVPL.
 - v) On paragraph 7, Diane asked whose responsibility it is to report to the Police for items checked out on a stolen card. Casey confirmed that it is the patron’s responsibility to report to the Police Department and to provide a copy of the police report.
 - vi) On paragraph 4, Larry inquired about the line that states “*If a minor from 16 to 17 years of age obtains a card without a parent present, the parent or guardian will be notified by mail*”. Why does

the library have to notify the parents? Casey explained that library cards can be issued to 16 and 17-year-olds but they have to provide a mailing information for their parents or guardians because they are minors. The parents or guardians are then notified that their child has obtained a library card and asked if they concur. If they do not concur, then the library card is canceled.

vii) On paragraph 6, Larry also asked what the definition is of “*good standing*”. Joslyn responded that it means there are no overdue items or fines associated with the card.

viii) On the last paragraph, it states that “*parents/guardians acknowledge responsibility for the use of the library card by their children/ward(s)*” Diane asked what this statement entails or how it is manifested. Joslyn explained that the library will not be held responsible for what the minor downloads from or posts in the internet or materials that they access which may be inappropriate for their age while in library premises. For example, they cannot blame the library and its staff why their child was allowed to gain access on inappropriate materials while at the library. Casey narrated an incident with a teen where the police had to intervene and the parents had to be called.

Donna stated that it is also the parents’ responsibility to replace lost library materials in any form, print, DVDs, etc.

8. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report
- b. Trustee Attendance at Public Events – Anna Rowland is scheduled for appointment to the PVPL Board of Trustees during the Town Council meeting on Tuesday, June 13, 2019. Joe T. Larive has also accepted his appointment and will be scheduled for presentation to the Council at a later date.
- c. National Trustee News Items – President – Nothing to report
- d. Security for the Library Building – Casey reported that the draft for an active shooter procedure is now being reviewed by police department and the Diane Russel, the Town Clerk and Risk Management Coordinator. Casey said that as soon as the draft is submitted back, she will share what they have to say with the Board.

Larry inquired what the reason was for the teen behavior issues quieting down in the library. Casey responded that the library has established a very good relationship with the police department. A Resource Officer visits the library on a fairly regular basis on Wednesdays which is a good deterrent to teen misbehavior.

- e. Library Trustee Visitations to Other Libraries –
 - i) Mary Jo shared that she visited Ecuador and had the opportunity to visit a school in a small town. The size of their library was like a book case. Mary Jo said that she was able to speak to the administrator and was told that libraries are not yet part of their culture but they are working on it. The administrator also shared that in his opinion, they progressed in literacy and technology and

bypassed literature. Kathy inquired if there was a way that PVPL can help and asked whether the unsold books can be donated. Diane said that while that is a great idea, the Friends just purged unsold books in Spanish.

(a)

- f. Library Staff Appreciation – none at this time.
- g. Library Staff Visitation/Presentation – Jeffrey Howick, newly hired Teen Librarian and Brandi Silbaugh, newly hired Library Assistant and Volunteer Coordinator were introduced to the Board.
 - (a) Jeff shared that he previously worked as a volunteer in the Library over 2 years ago and then worked as a part time employee at the Circulation and Children’s department. He was then hired as Teen librarian a month ago. Jeff said that he is excited about his new role and is currently working on a great lineup of programs and events such as the Maker Faire which is part of a STEAM program, Harry Potter-themed summer reading program and looking forward to the big event in July, Fandomania. Jeff also announced that after 3 years, he has just received his Master’s degree in library science from the University of Arizona.
 - (b) Brandi shared that before joining the library, she did program coordination in Michigan. She has never worked in the library before but has been exposed to an academic work environment having worked at Prescott College and Yavapai College. She is currently on her third week assimilating herself in circulation processes and volunteer coordination. Brandi said that she loves rock climbing in her spare time. Kathy inquired if there are areas that are needing to be filled with volunteers. Brandi responded that the teen’s department, evening hours and weekends are the areas that are lacking but applications are coming in and it’s just a matter of matching the needs with the right volunteers who would be willing to take on those areas.
- h. Board of Trustee’s Training
 - i) Short Takes Video – *Board Self Evaluation* was the topic of the video training. No discussion ensued after the screening.

9. New Business

- a. Calls to the Public Discussion – none

10. 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 Staff Appreciation
- f. New – No new items requested

11. Adjournment

President Kathy Derry called for a motion to adjourn the meeting. Larry Martin made a motion to adjourn the meeting, seconded by Mary Jo Dhein. The motion passed unanimously. The meeting was adjourned at 10:45 a.m.

Respectfully Submitted,

Diane LeMont, Secretary

Tess Willis, Administrative Assistant