



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 2, 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, Mary Jo Dhein, Diane LeMont, Lucila Mangels, Donna Morgan, Ann Rowland (new Trustee) Casey Van Haren, Library Director, Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Tess Willis, Administrative Assistant, Ashley Kastner, newly-hired Library Assistant, Children's Department

3. Review and Approval of Minutes

Review of the June 4, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the June 4, 2019 minutes as corrected. Mary Jo Dhein made a motion to approve the June 4, 2019 minutes, Donna Morgan seconded. Voting was recorded as:

Yea:	Kathy Derry	Nay:
	Mary Jo Dhein	
	Diane LeMont	
	Lucila Mangels	
	Donna Morgan	
	Ann Rowland	

The motion to approve the June 4, 2019 minutes was passed.

4. Correspondence

Diane LeMont, Secretary reported that there is no correspondence but she wanted to remind all the Trustees to report to her number of hours rendered by each Trustee when working outside of their regular Trustee duties and responsibilities.

5. Financial Review

- a. **Budgets** – Casey Van Haren, Library Director reported that there are no expense activities yet but the Town is now officially operating in the new fiscal year 2019-2020.
- b. **Grants** – Casey stated that there are no new grants, but wanted to express her gratitude to the Friends of the Library for donating an equivalent grant amount of \$4,000.00 to fund the “Every first grader, a library card” project which is one of the library’s key priorities under Building Bright Futures. Casey added that she has already met with Dan Streeter, the Humboldt Unified District Superintendent and he is very excited to partner and schedule a meeting with all first grade teachers. The second strategic initiative that is moving forward is the Teen Internship Program. This program will commence in the fall of this year. Participating teens will be rendering 5 hours of work and will be paid. The paper work is being ironed out, receiving HR guidance from Karen Smith, Assistant Town Manager.
- c. **Monthly Reports-** Donna inquired, since we’re going to look at discussing the fines, how much of a challenge it’s going to be to combine the reports on Fine/Fee collections and Lost Items Paid. Joslyn Joseph, Circulation and Cataloging Manager responded that she will consider it.
 - i) Kathy inquired about the 10,000. Casey nothing has been talked about.
 - ii) Mary Jo inquired about the average circulation hours.

Management Report – Casey reported that Genevieve Priest has been hired to fill up the Administrative Support I position. She will start onboarding on Monday, July 8, 2019.

The previous clean team lost the bid and a new cleaning crew has been contracted. Their name is OCD. Included in their service contract is cleaning on Saturdays and also taking care of emptying the trash bins in the 4th floor viewing terrace, both of which was not done by the previous cleaning crew.

Ashley Kastner has been hired to fill up the Library Assistant position in the Children’s library.

- d. Update on Key priorities – Casey stated that she will email everyone on the key priorities. Casey added that the community conversation part of the assessment project is officially over and the focus will now be directed toward working on the key strategic initiatives. Although part of the initiative is to continue the process to find out the pulse of the community.
- e. Discussion on Fines – Donna said that she requested this discussion to ensure that the Board is doing its fiduciary oversight especially if there are any changes that affect the policy. She said that we should all at the current Fine policy to make sure that all the staff are protected by policy changes and that it is implemented consistently across the Board and if the policy needs to be changed in the direction that the

library is moving. Donna requested that for the sake of partiality, since articles on why Fines don't work have been sent, if articles expressing the opposite view can also be provided so it can be reviewed as well. Kathy suggested that this is be included in the Unfinished Business portion of the agenda and discussed in greater detail in the next meeting. Casey recommended that Bobby, Mary Jo and Joslyn get together to discuss the Fine policy so they can present to the Board in the next meeting.

Mary Jo inquired if the lending terms is the same as other public libraries. Casey said that the standards are the same across the board except for

Kathy inquired if the 2nd floor meeting room name has been changed. Casey responded that the ball is on the Parks and Recreation commission to move this forward. The Commission is in agreement with the change of the name but this will have to be presented to the Council for consent through a Request for Council Action form.

6. Friends of the Library Liaison

- a. Sharon Peterson, Friends of the Library is currently out of State so Diane LeMont reported on her behalf on the following -. Diane reiterated what Casey reported on the donated \$4,000.00 for the Every First Grader, A Library Card program. The Friends also recently had a fund raising night sponsored by the Culvers restaurant. Nancy Felauer talked to them and both the Library and the Friends advertised it, Casey and Bobby spent within 5-8 , serving and cleaning. Culvers gave us \$395...allowed us raffle off and Culvers provided the prize custard free for 12 months. Stuart would give \$20 if someone would feed him a French fry. We made under \$400 . Will do it again in the future. Chili's will do it but we have not reached out to them.

FOL is helping painter and balloon artist during fandomania. Discovered that some of the organizations that library has approached will only work with a 501C organization. NAU will be partnering for free. With the letter presented by FOL, they are now willing to have the rooms used for free.

FOL , the books, to have. Casey has bought a stamp that says “ donated by the Friends of the Library”

7. Policy Committee – Policy Sub-Committee

- a.

8. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report
- b. Trustee Attendance at Public Events – Fandomania and Joe Larive appointment. Tess will send a reminder.

- c. National Trustee News Items – President – Nothing to report
 - d. Security for the Library Building – Casey reported the following. Nothing at this time, still waiting for the active shooter document. John , Police Department, Diane Russel and Heather Waldriff are all working on it.
- e. Library Trustee Visitations to Other Libraries –. Donna – St. Maries, Idaho library. Met the librarian from the Philippines. Summer reading and getting remodeling. Have a high praise. One bookmark, run through the state of Idaho, subscribe to ... suggestions on the back , gave kids specific things for kids to do.
 - (a)
- f. Library Staff Appreciation – staff
- g. Library Staff Visitation/Presentation –
 - (a)
 - Ashley Kastner – originally from Tucson, graduated iin NAU flagstaff, education, severn year old son, pre school teacher for NACOG headstart, stay home to be with son. For 4 years and now here I am. Great mentors in the children’s area and doing really well excellent. In the middle of summer reading program. 240 total sign ups.
 - (b) Donna – Pet partners, I hope you continue it...I appreciate the staff for doing this program. Casey narrated Jamie LaRue’s story about a kid who had a stuttering problem.
 - Joslyn shared her learnings and experience to the Board – ALA conference in Washington. how to raise funds, what can I do for the library, to empower our current champions. Managing employees , key take aways and coaching and developing.
- h. Board of Trustee’s Training
 - i) Short Takes Video –

9. New Business

- a. Calls to the Public Discussion –
 - i) no new business

Diane, asked about election -

Donna and Ann – board self evaluation. Tess to send the one in the evaluation. And then do the election

send link to Ann Rowland,

Mary Jo – when we are on vacation if we choose to participate in the meeting remotely,

Casey, need to amend the bylaws according to Ivan Legler

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. Diane LeMont made a motion to adjourn the meeting, seconded by Mary Jo Dhein. The motion passed unanimously. The meeting was adjourned at 9:52 a.m.

Respectfully Submitted,

Diane LeMont, Secretary

Tess Willis, Administrative Assistant