



Town of Prescott Valley
Prescott Valley Public Library 7401 E. Skoog Blvd
Prescott Valley, Arizona 86314
Telephone (928) 759-3040 ▪ Fax (928) 759-5504 ▪ www.pvlib.net

Prescott Valley Public Library Board of Trustees

7401 E. Skoog Blvd, Crystal Room, 3rd floor

Tuesday, **July 7, 2020** at **9:00 a.m.**

Agenda

1. Call to Order – President
2. Roll Call – Secretary
3. Review of June 2, 2020 meeting minutes
4. Correspondence - Secretar
5. Financial Review: Budgets, Grants, Monthly Report – Library Director
6. Management Report – Library Director
7. Friends of the Library – Liaison
8. Policy Committee – Policy Sub-committee
9. Unfinished Business
 - a. Library Trustee Handbook Discussion
 - b. Trustee Attendance at Public Events – President
 - c. National Trustee News Items – President
 - d. Security for the Library Building – Library Director
 - e. Library Trustee Visitations to Other Libraries – President
 - f. Library Staff Appreciation – President
 - g. Library Staff Visitation/Presentation
 - i. Excellence Award Form review
10. New Business
 - a. Calls to the Public Discussion
 - b. Election of new President and Secretary (this may have to be rescheduled due to lack of Trustee members)
11. Requests for Agenda Items for next month's meeting
12. Adjournment

Copies of Agendas and supplemental materials are available at the office of the Library Director, 7401 E. Skoog Blvd., 2nd Floor, Prescott Valley, Arizona.

Forms to request accommodations, pursuant to Section 405/ADA guidelines are available at the Town Manager's Office, 7501 E. Skoog Blvd., Prescott Valley, Arizona. Requests must be submitted 72 hours prior to the event for which accommodation is requested.

Items for Public Discussion are limited to three to five minutes, at the Library Board President's discretion.



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 7, 2020
3rd Floor, Crystal Room**

1. Call to Order

The meeting was called to order by Vice President, Diane LeMont at 9:00 a.m. at the Prescott Valley Public Library, 3rd floor, Crystal Room.

2. Roll Call

Present: Diane LeMont, Lucila Mangels, Gilbert Stritar, Karen Rauls, Casey Van Haren, Library Director, Joslyn Joseph, Circulation and Cataloging Manager, Tess Willis, Administrative Supervisor, Sharon Peterson, President, Friends of the Library

3. Review and Approval of Minutes

Review of the June 2, 2020 meeting minutes. After a review of the minutes, Vice President, Diane LeMont asked for a motion to approve the June 2, 2020 minutes. Karen Rauls made a motion to approve the June 2, 2020 minutes, Gil Stritar seconded. Voting was recorded as:

Yea:	Diane LeMont	Nay:
	Lucila Mangels	
	Karen Rauls	
	Gilbert Stritar	

The motion to approve the June 2, 2020 minutes was passed.

4. Correspondence

Nothing to Report.

5. Financial Review

a. Budgets

Casey Van Haren, Library Director, thanked the Friends of the Library (FOL) for their generous donation of \$5,000.00 in April and another \$6,350.00 in July. The financial support is timely as the Town executive leadership continues to take a conservative standpoint and will wait until October 2020 to review the budget freeze. Diane inquired if the selectors are ready with their list of materials to purchase. Casey explained that the selectors plan and spread their budget based on a monthly schedule to ensure that they can procure best sellers in a timely fashion. In October, if the budget freeze is lifted, the selectors will be able to supplement library collection materials with Town-budgeted funds.

b. Grants

Casey reported that in addition to the grants received and reported last month, Jeff Howick, Young Adult Librarian, has been tapped to partner with the Library Science and Technology Act (LSTA) on a grant aimed at creating financial literacy and job opportunity programs for young adults. The grant is valued at \$37,000.00. It has been submitted but still awaiting final approval.

c. Monthly Report

Casey shared that the door count numbers were low when the library re-opened in May. Currently, it is averaging 300-400 people a day. Pre-pandemic numbers were at 800-1200 people a day.

6. Management Report

The library was directed to open “business as usual” on July 1. This meant library hours would be extended until 7:00p.m. (although still closed on Sundays) and opening the library meeting rooms and bringing out furniture for public use. Due to the increasing number of COVID cases in the county and State-wide in general, it was deemed unwise to follow through with the plan. The library rooms will continue to be utilized as storage for library furniture. The Crystal Room and Auditorium are open as mandated by the Town and are managed by the Parks and Recreation department. No time frame has been given. The leadership team, both from the library and Town side continue to monitor the case numbers daily.

Joslyn Joseph, Circulation Manager, reported that Kate Reynolds has been hired as a part time Library Aide with 20 work hours and will be taking Saturday shifts. Kate’s effective start date is on Monday, July 13, 2020. Due to a lot of volunteers not coming back, the Town has approved some library positions as essential hires.

Diane inquired about the morale of the staff. Casey shared that some days are better than others. With current events causing additional stress and life changes for staff and patrons alike, being accessible to listen and allow for venting sessions for staff is crucial in addressing or alleviating concerns and anxiety. Casey added that she is very proud that the staff has a great foundation for customer service. Both Joslyn and Casey agree that the staff are performing excellently and stepping up to meet community needs.

Gil Stritar commented that perhaps the story behind the Koole room can be submitted as a newspaper article to gain more awareness. Casey responded that this is in the works and the photo has been submitted to Heidi Dahms Foster, the Town's communications relations coordinator.

7. Friends of the Library Liaison (FOL)

- a. Sharon Peterson, FOL President, reported that they are still in search for a candidate to fill in the Vice President position.
- b. Jane del Rio has been hired as store manager
- c. Casey commented that a huge part of the library's July newsletter highlighted the FOL to get more funds and promote membership.
- d. With the rising cases of COVID, the FOL was not spared from volunteer attrition, although some had indicated that they will be back as soon as things settle down.

8. Policy Committee – Policy Sub-Committee – nothing to report

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events – none
- c. National Trustee News Items President - none

d. Security for the Library Building

There is currently no security coverage in the library. Milo, who works as security volunteer, had been coming in Mondays and Saturdays but once again, due to the uptick in cases he communicated to Casey that he is not comfortable volunteering at this time.

Joslyn reported an issue on kids leaving trash in the patio as seen in the video cameras. The Police department had been called and they said that they would be patrolling the area.

e. Library Trustee Visitations to Other Libraries

Karen did a virtual visit to the Washoe county library where her daughter works. The library has been doing story times during the pandemic but with permission from publishers.

Sharon visited a library in Sydney, Australia, in the middle of Manly beach during their visit there in March this year. She found it to be an adorable area for children.

f. Library Staff Appreciation

Gil credited Diane for a well written citation as part of the nomination process for the Excellence Award sponsored by the Prescott Valley Chamber of Commerce. He wished there could be something more

tangible that the Board can do for the staff. Diane suggested that the write up be published even if the library does not win the award. Diane expressed her appreciation for everybody's input. Casey thanked Diane for putting the citation together.

10. New Business

- a. Calls to the Public Discussion - none

Election of Officers

Update on vacant positions was discussed prior to the election process since there are only four eligible who can either nominate and vote and be elected to positions. Based on feedback from the Town executive office, there had been a couple people who had expressed interest in the vacant positions, but none had returned their applications so far. The application form has been posted online as well as on the library's Facebook page to publicize the openings as well as to encourage applications. Casey commented that there were potential interested candidates but would not be able to make it to the regular meetings scheduled in the morning.

Karen made a motion to change the meeting hours from 9:00 a.m. to 5:30p.m. every first Tuesday of the month and Lucila seconded the motion. Voting was recorded as:

Yea:	Diane LeMont	Nay:
	Lucila Mangels	
	Karen Rauls	
	Gilbert Stritar	

Sharon stated that her ability to participate in the meetings in-person may be limited as she is having difficulty driving at night. The new schedule will commence in August.

Lucila and Gil nominated Diane to take over the position as President. Diane accepted the nomination with the option to serve temporarily in this role. Voting was recorded as:

Yea:	Lucila Mangels	Nay:
	Karen Rauls	
	Gilbert Stritar	

Diane nominated Karen as Secretary and Lucila seconded. Voting was recorded as:

Yea:	Lucila Mangels	Nay:
	Diane LeMont	
	Gilbert Stritar	

Diane stated that among the responsibilities of the Secretary on top of editing the minutes, was to make sure

that the right number of hours rendered by each Trustee was reported to Brandi Silbaugh, Volunteer Coordinator. The secretary is also in charge of the petty cash which may be used for small amount purchases i.e., cards, or anything related to trustee or staff appreciation. Gil expressed his wish to donate to the petty cash. Diane responded that he can write out the check to the Friends of the Library as a donation and it can then be transferred to the Board of Trustees' petty cash later.

It was decided that voting for the Vice President position be held off until the next meeting.

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 Staff Appreciation

12. Adjournment

President Diane Lemont called for a motion to adjourn the meeting. Karen Rauls made a motion to adjourn the meeting, seconded by Gil Stritar. The motion passed unanimously. The meeting was adjourned at 9:55 a.m.

Respectfully Submitted,



Karen Rauls, Secretary



Tess Willis, Administrative Supervisor