



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

1. Call to Order

The meeting was called to order by President, Diane LeMont at 5:30 p.m. at the Prescott Valley Public Library, 3rd floor, Crystal Room.

2. Roll Call

Present: Diane LeMont, Gilbert Stritar, Karen Rauls, Michelle Ebarb, Megan Asay, Joslyn Joseph, Library Manager, Tess Willis, Administrative Supervisor, Sharon Peterson, President, Friends of the Library, Kaeli Burkett, Administrative Support I

3. Review and Approval of Minutes

Review of the October 6, 2020 meeting minutes. After a review of the minutes, President, Diane LeMont asked for a motion to approve the October 6, 2020 minutes. Michelle Ebarb made a motion to approve the October 6, 2020 minutes, Gil Stritar seconded. Voting was recorded as:

Yea:	Diane LeMont	Nay:
	Michele Ebarb	
	Karen Rauls	
	Gilbert Stritar	

The motion to approve the October 6, 2020 minutes was passed.

4. Correspondence – none.

5. Financial Review

a. Budgets

Joslyn Joseph, Library Manager stated that budget spending is on track.

b. Grants

Joslyn Joseph, Library Manager, reported that the chrome books which are part of the CARES Express grant have been catalogued and will be ready for circulation in a couple of weeks. Release of the “Library of Things” items will probably be ready for check out by end of November or early December as they are still being processed.

The Young Adult Financial Literacy grant is being scaled down in scope and is on hold until the Young Adult librarian, Autumn Topping, comes on board. Karen Rauls inquired if the Financial Literacy instructor position is going to be opened again. Joslyn responded that the Arizona State Library decided not to hire an instructor any longer and will be taking a different route in implementing the grant.

The Bilingual Story Time Kit is scheduled for circulation by January 2021.

Gil requested for a list of library highlights so he can use this as talking points with the community. Joslyn responded that she will take it into consideration.

c. Monthly Reports- There were no questions on the report.

6. Management Report

Joslyn reported that Beth Allen, previous Library Assistant, has been promoted as Circulation Supervisor. Tricia Schwartz, previous Children’s department Library Assistant, has been hired to take over Beth’s previous position. A Children’s Library Assistant position is now open for hiring and applications will be closed by Friday, November 6. This is a 20-hour part time position. Kaeli Burkett has been hired to fill in the Admin Support I position for the library. Newly hired librarians, Autumn Topping for Young Adult and Ruby Williamson for Children’s are coming on board November 16 and 23 respectively.

7. Friends of the Library (FOL)

Sharon Peterson, FOL President, reported that they are in the process of electing new officers during their next meeting. They are forming a budget committee and will soon ask the library to provide them with requirements for budget considerations.

A book sale is currently ongoing and will end November 14. Holiday items are being considered for sale for the entire month of December.

The process of identifying books to be sold on Amazon is also underway.

Applications for membership during the month of October will be entered in a raffle with the winner

getting an Amazon gift card. The winner will be posted in the library's Facebook page and a poster with photo of the winner will be posted in the bookstore.

8. Policy Committee –

- a. Customer Service Policy – Joslyn reported that Casey Van Haren, Community Services Director, re-assessed the comments of the Legal department concerning the American Library Association's (ALA) Code of Ethics. Casey suggested that the Board consider removal of the Customer Service Policy altogether and non-adoption of the ALA Code of Ethics as it is already covered by the Town Policy. Karen recommended that the policy committee review this during the next policy meeting and add as an agenda item during the January 2021 meeting for final decision.
- b. Sales or Solicitation of Funds Policy – Gil made a motion to accept the recommended changes which will then be forwarded to the Legal department for review. Michelle seconded the motion.
- c. Personal Belongings Policy – There were no changes in content, just the format.
- d. Posting of Information and Signage Policy – Michelle made a motion to accept the recommended changes which will then be forwarded to the Legal department for review. Megan Asay seconded the motion.

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.

At this point, Diane acknowledged Megan as the newly appointed Trustee.

- b. Trustee Attendance at Public Events – nothing to report.
- c. National Trustee News Items – President – nothing to report.
- d. Security for the Library Building – Security is back from Mondays to Thursdays, 1:00-4:30pm. Maintaining security coverage after the Christmas break is over will be evaluated.
- e. Library Trustee Visitations to Other Libraries – Karen visited the Apache Junction Public Library where she used to work. She suggested that Apache Junction staff be invited to PVPL to share ideas on how to encourage their volunteers back since PVPL has had much success with its volunteer program.

Megan also visited the Prescott Public Library. They had a Halloween themed program for the community.

- f. Library Staff Appreciation – Karen discussed the recent appreciation treat for the staff. Plans for the holiday staff appreciation will be discussed during the December 2 meeting.
- g. Staff Visit/Presentation – Kaeli Burkett, newly hired Admin Support I staff introduced herself to the Board. She was born here in Prescott Valley but had moved to Missouri after graduating from High School. She stayed in Missouri for 7 years but decided to come home to Prescott Valley and settle down here with her husband and 2 children.

10. New Business

- a. Calls to the Public Discussion – LaDawn Dalton, Trustee applicant attended the meeting as a guest. She has been selected to fill in the remaining vacant Trustee position and will be officially appointed on November 12, 2020. She has lived in Prescott Valley for more than 30 years. LaDawn has a master’s degree in Library Science and has worked in libraries for many years.

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

12. Adjournment

President, Diane Lemont called for a motion to adjourn the meeting. Michelle made a motion to adjourn the meeting, seconded by Megan. The motion passed unanimously. The meeting was adjourned at 6:26 p.m.

Respectfully Submitted,

Karen Rauls, Secretary

Tess Willis, Administrative Supervisor