



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
November 5, 2019
2nd Floor Admin Conference Room**

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.

At this point, it was announced that Ann Rowland, Secretary, has unexpectedly tendered her resignation. Kathy moved to open a nomination for her replacement before proceeding with the meeting. Diane LeMont nominated Donna Morgan as the Secretary and Lucila Mangels seconded. Voting was recorded as follows:

Yea:	Kathy Derry	Nay:
	Mary Jo Dhein	
	Diane LeMont	
	Lucila Mangels	

2. Roll Call

Present: Kathy Derry, Mary Jo Dhein, Diane LeMont, Lucila Mangels, Donna Morgan, Casey Van Haren, Library Director, Robert Kieren, Public Services Manager, Joslyn Joseph, Circulation and Cataloging Manager, Sharon Peterson, FOL President, Tess Willis, Administrative Supervisor, Genevieve Priest, Administrative Assistant.

3. Review and Approval of Minutes

Review of the October 1, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the October 1, 2019 minutes. Diane made a motion to approve the October 1, 2019 minutes as corrected, Mary Jo Dhein seconded. Voting was recorded as:

Yea:	Kathy Derry	Nay:
	Mary Jo Dhein	
	Diane LeMont	
	Lucila Mangels	

Donna Morgan

The motion to approve the October 1, 2019 minutes was passed.

4. Correspondence

Ann Rowland submitted her letter of resignation effective immediately.

T. Joe Larive wrote a letter to Kathy acknowledging receipt of her letter and expressing continued interest in the post and willingness to serve in 2020. The Board agreed to have him apply in January 2020 provided there is still a vacant position.

5. Financial Review

a. Budgets

Casey Van Haren, Library Director, announced that the budget process starts next Friday, November 8, 2019 during the Budget Retreat with the Town Council, however, she will not be able to attend because she and Michele Hjorting, Adult Services Librarian will be presenting at the Annual Arizona Library Association (AZLA) conference in Tucson. Casey and Michele will be presenting the outcome of the Community Assessment Grant project. Bobby Kieren, Public Services Manager and Joslyn Joseph, Library Manager, will be attending in her stead. By January, 2020, department heads will begin with budget entry process and presentation of plans. Casey shared that due to increasing patron attendance especially on Sundays, the library will be putting in additional staffing request to address the need for more coverage. Karen Smith, Assistant Town Manager is well apprised of this need and strongly supports the plan. Mary Jo commented that she was here last Sunday and came across a volunteer who expressed hesitation going to the 2nd floor to do shelving work because there is no staff available in that area. Casey added that the lack of staffing on weekends is aggravated when a program is scheduled on a Sunday and the people running the program experience technology problems and seek help from staff.

Diane inquired if the contribution from the Yavapai County Free Library District (YCFLD) means additional funding. Casey explained that the amount is a subsidy and becomes part of the overall budget allocated to the library. The YCFLD contribution is solely intended for funding library materials, minor equipment and services.

Casey also mentioned that Casey Danner, Town IT Director received \$80,000.00 for equipment upgrades, however, the amount is estimated to cover upgrades for the Auditorium only. The Crystal Room, Children's program room, PC Lab and Digital Media Lab will need equipment upgrades as well and thus require more budget.

Casey stated that she presented the annual Spotlight report to the Town Council last Thursday, October 24 and was pleased to report that Council members were pleased with the library's accomplishments. Casey hopes that this will bring about support come budget time.

b. **Grants**

Casey reported that there are no new grants at the moment although the subject was discussed during a staff meeting two weeks ago in order to come up with a list of grants to apply for in the next fiscal year. So far, an Early Literacy grant is being considered in support of the “Building Bright Futures” initiative. A project to reconfigure the Circulation back office to optimize work space efficiency is also being thought of. The plan is to hire a design space consultant to come up with a workspace design that is more organized and efficient. This project is in support of “Building our Team” initiative.

c. **Monthly Reports-**. No comments.

6. Management Report

Joslyn Joseph, Library Manager, reported that Karen Conaway is the new Technical Services Librarian taking over from Jean Singer who recently retired. As this is a full time position, Karen is able to do more of what she used to do covering, Interlibrary Loans and Cataloging and is able to help with Circulation duties as well. This means that Karen’s 26-hour part time position has been opened. This position will be required to work Saturday and Sunday to help with weekend staffing. The job title which is Circulation and Cataloging Library Assistant will be changed to Circulation only.

7. Friends of the Library Liaison

Sharon Peterson, Friends of the Library (FOL) President, reported that they made \$2,573.18 from the recent book sale. There were 30 volunteers who signed up to help, rendering a little over 300 hours. The Friends tried the Silent Auction for the first time but that didn’t work very well, however, the coffee table books did well.

Sharon announced that the Friends are getting ready for their Board meeting and election on November 21, 2019. Most of the officers are going to be the same except for the Vice President position which is currently held by Diane LeMont. Carol Dean who is currently in charge of the FOL store will be taking over the VP position. There will be entertainment, door prizes and the winner of the Quilt raffle will also be drawn. The event will be held at the Crystal Room and starts at 2:00p.m.

Diane inquired if the membership has increased. Sharon responded that the last time she checked, the number was 140 so that is a little bit higher than the previous number. Sharon expects this number to go up as there are more memberships waiting to be entered into the system. The secretary, Elvita is currently out and once she is back, the list will be updated and the names can be added on to the drawing.

8. Policy Committee

- a. Code of Conduct Policy
- b. Unattended Children and Special Needs Individual Policy

Casey noted that the copies of the above policies provided to the Trustees were not the versions that were updated based on her conversation with Karen Smith. The Legal department removed quite a number of policy statements that need to be put back in. Karen has recommended that the need to do

so be articulated back to the Legal department and proceed with the adoption. These are policy statements specific to the library and must be implemented. Joslyn will send the updated versions and these will be forwarded to the Trustees. It will then be tabled for adoption in next month's meeting. Casey cited as an example the removal of the policy statement on "wearing appropriate clothing and shoes..." and referencing the *Town of Prescott Valley Administrative Policy No. 1-07 "TOWN FACILITIES USAGE"* instead. When Casey checked the Town policy, however, there was nothing in there that covered wearing appropriate clothing and shoes.

Donna inquired if the statement on staff being able to restrict access to certain areas is going to be retained. Casey responded that this will be referenced in the Town Facility Usage policy and will not be specifically stated in the library's policy. Diane clarified whether a library staff can restrict access to an area per Town policy or should a Town staff be called to do so. Joslyn responded that a library staff may do so. The library policy serves as a supplemental policy to the Town's.

Donna also inquired about the use of the 3rd floor restroom. Casey responded that the restroom will always be locked unless there is an event going on at the Crystal Room. The 4th floor viewing deck will also be closed in case of inclement weather. Casey may also exercise judicious consideration to restrict access in certain areas of the library when deemed necessary such as when criminal mischief is being committed in order to protect the safety and wellbeing of the general community.

All policy statements previously discussed by the Board to be included will be put back in with minor terminology changes such as using the verbiage "vulnerable individuals" instead of "special needs".

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events
The Friends of the Library Board Meeting and Election is scheduled on Thursday, November 21, 2019. Anyone who wish to attend must inform Tess Willis so a quorum can be determined and a public notification can be posted if deemed necessary.
- c. National Trustee News Items – nothing to report.
- d. Security for the Library Building
Casey reported that she escalated the library's security issues to Karen Smith and Karen persuaded Larry Tarkowski, Town Manager, to talk to the Police Department. As a result, Mike Myrmel, Resource Officer has been visiting the library more regularly. Last Wednesday, Mike arrested some kids who had an 8 pack of fire ball little shots, vapes, cigarettes, etc. and they were underage. This incident happened right outside the building but these issues usually creep in inside the library.

Brand new cameras have been installed in strategic locations in the library. These real time cameras

have great resolution, with zoom-in and zoom-out features and with a good range. Any activity captured is recordable and downloadable to a cloud server so it can be saved.

Steven Roser, the new Prescott Valley Police Department (PVPD) chief started yesterday. Casey shared that Karen Smith put on a priority list for the new chief to look into and one of them is the library security.

Lucila Mangels inquired if the library is anticipating more people staying inside the library since it's getting colder outside. Casey responded that it is to be expected but she is optimistic things will get better with the regular presence of Mike. Two additional resource officers, Javier Martinez and Jodi Mullins from PVPD will be making the rounds on Wednesdays as well.

Mary Jo commented that she heard on the news that the Phoenix Burton Barr library have patrons complain to the City that they are not feeling safe in the library anymore. The Phoenix library has been experiencing the same security issues as PVPL and are not getting the security support that they need. Mary Jo inquired if the cameras installed are able to get screenshots of the Circulation area. Casey said that the cameras can be viewed at the Front desk, Reference desk, Security desk, Children's and Young Adult as well as the managers' (Casey, Joslyn and Bobby) desktops as well.

Donna inquired if writing a letter concerning the security issue should be reconsidered or should it be deferred and instead wait on what the new Chief of Police has to offer. Casey responded that it would be best to hold it off.

Donna recommended that complaints reported to staff be submitted to the Town with a number to call so there is a log and a follow through can be made. Casey stated that she will be sending an email to staff.

e. Library Trustee Visitations to Other Libraries

Mary Jo visited some libraries mostly in Wisconsin and Minnesota. Mary Jo noted some similarities across the libraries such as popular children's programs and very welcoming and helpful staff. The libraries are also doing community outreach programs similar to what PVPL is doing. Mary Jo shared that she had the opportunity to be at the Wisconsin Book Festival. There were a lot author talks that were very popular and well attended. They also did a "Lunch and Launch" which was to announce a book for a community read program. One of the libraries offer developmental screenings through the public school and head start program.

Another library offer live music in the stacks as part of their monthly events. Another one did children's story time and the kids left their stuffed animals for a sleep over.

Mary Jo also noted down a few Friends of the Library ideas. One was offering a pre-sale for members only. Another idea was a Facebook sale event, a percentage of the sale went to the FOL (examples of merchandise being sold are Avon products and holiday wreaths). Mary Jo stated that in summary, she

remains proud of the Prescott Valley Public Library and added “we are right up there with everyone else, but better”.

Mary Jo also shared that she went to the Minneapolis Institute of the Arts. Once a month the institute features a book which they assign the month before. Volunteer docents then choose art pieces they thought went with the book and why it went with the book. Mary Jo went to the Odinah library in Minneapolis.

- f. Library Staff Appreciation – The Trustees agreed to send holiday cards to the staff and come up with the usual holiday basket of treats. A reminder will be sent to everyone when to bring their contribution of treats and/or cookies.
- g. Library Staff Visitation/Presentation – none at this time.

10. New Business

- a. Calls to the Public Discussion
Tess Willis sought to clarify how the letter of T. Joe Larive should be addressed. The Board agreed that no response to Joe’s letter is necessary and if he is still interested to apply as a Trustee, then he may do so in 2020 provided there is a vacancy.

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

Note: Mary Jo requested for the draft of the minutes be sent a full week prior to the scheduled meeting.

12. Adjournment

President Kathy Derry called for a motion to adjourn the meeting. Lucila made a motion to adjourn the meeting, seconded by Donna. The motion passed unanimously. The meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Donna Morgan, Secretary

Tess Willis, Administrative Supervisor