



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
December 3, 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, Admin Conference Room, second floor.

2. Roll Call

Present: Kathy Derry, Mary Jo Dhein, Diane LeMont, Donna Morgan; Casey Van Haren, Library Director; Robert Kieren, Public Services Manager; Jeffrey Howick, Young Adult Librarian; Genevieve Priest, Administrative Assistant.

Absent: Lucila Mangels; Joslyn Joseph, Circulation and Cataloging Manager; Sharon Peterson, FOL President.

3. Review and Approval of Minutes

Review of the November 5, 2019 meeting minutes. After a review of the minutes, Kathy Derry, President, asked for a motion to approve the November 5, 2019 minutes as is. Diane LeMont made a motion to approve the November 5, 2019 minutes as is, Mary Jo Dhein seconded. Voting was recorded as:

Yea: Kathy Derry
Mary Jo Dhein
Diane LeMont
Donna Morgan

Nay:

The motion to approve the November 5, 2019 minutes was passed.

4. Correspondence: none at this time.

5. Financial Review

a. Budgets

Casey Van Haren explained that Budget Open Houses begin December 11th at the Quailwood Clubhouse at 5pm. There will be a total of 5 Open Houses, a copy of

the schedule can be provided. They are not presentations, the Town is making an effort to be transparent in the Budget Process. Town staff members are there with their Budget books to answer questions from the public. Those attending should come prepared with questions. Robert Kieren and Joslyn Joseph attended the Budget Retreat in November. The Council wants the PVPL to have more teen programs and to continue being innovative. Diane LeMont asked if they indicated they might give PVPL more staff. Not at this time, but requests for staff are due back in February and PVPL will be writing proposals for a full-time Librarian and a part-time Library Aide in Children's.

b. Grants

Currently, there are no grants to discuss. Staff are working on grants, as they are due in March.

c. Monthly Reports

Mary Jo Dhein expressed concern that the monthly reports are not reflective of what we see at PVPL. Casey Van Haren acknowledged that this is the way the reports have always been done, but she would like to change them to be more clear for the Town Council and the Library Board to see what PVPL does. Donna Morgan pointed out that statistics can be misleading. Discussion of possibly removing the percentages

from the reports and focusing on the numbers. Circulation of print materials are down, but that is a trend across all libraries, electronic materials are up, but very expensive. PVPL needs more Wifi hotspots because they are constantly on hold. Items borrowed from Yavapai libraries shows that PVPL borrows a lot because it doesn't have a lot, PVPL needs more money to have materials readily available to its patrons. Last year, PVPL received a 3% raise that was supposed to go to operations for facilities, but she gave it to adult, teen and children's to purchase needed materials. Casey addressed the importance of door counts although the system does not always work correctly to produce those numbers. Kathy Derry asked how many door counts were lost when the library was closed last Tuesday. Casey advised that was due to a gas leak, from faulty regulators which they had fixed and reopened at 4pm, possibly lost 500 door counts. Casey concluded that she will discuss ideas with staff regarding marketing the collection to increase circulation numbers.

6. Management Report

- a. Casey Van Haren reported that they were unsuccessful in filling the open 26hr Library Assistant position, and so have split that position into two part-time Library Aides, also a Library Aide retired. PVPL will be conducting interviews for three 20hr Library Aide positions.

- b. Robert Kieren reported on concrete work coming up this week or next. Getting black cinder rock out, and adding a patio space outside the café. Met with the contractor for the viewing terrace deck replacement, the terrace will be closed 4-6 weeks while this is being completed. The electrician is working on a solution regarding lighting replacement in Children's. Waiting for carpet squares to go back in from testing and then will rearrange stacks to improve flow.
- c. Kathy Derry advised she received a text from Lucila regarding a missed alarm.

7. Friends of the Library Liaison

- a. Diane LeMont, Friends of the Library member - The quilt raffle was won by Barbie Harlick. Jane DelRio won the Amazon gift card. The election was held, with no surprises. The Christmas Tea will be December 19th at 2pm in the Crystal Room. Dorothy brings her china tea cup collection, attendees bring cookies or treats. It is a party not a meeting. Tapestry, previously known as Woman Song, will perform an acapella Christmas program. The Friends of the Library invited the Library Board to attend. Membership is now at 121 members, 47 lifetime. They would like to increase their numbers.

8. Policy Committee

- a. Code of Conduct – Kathy Derry, President, called for any changes. All changes have already been made. Kathy called for a motion to adopt the Code of Conduct. Mary Jo motioned to adopt, Donna seconded. The motion passed unanimously.
- b. Unattended Children - Kathy Derry, President, called for any changes. No changes. Kathy called for a motion to adopt the Unattended Children policy. Diane motioned to adopt as is, Mary Jo second. The motion passed unanimously.

9. Unfinished Business

- a. Library Trustee Handbook Discussion – nothing to report.
- b. Trustee Attendance at Public Events - Coming up this month: Open House meetings, Diane will be attending the Friends Tea. PVPL will not be in the Light Parade this year.
- c. National Trustee News Items – nothing to report.
- d. Security for the Library Building - Teen issues – Casey reported an incident involving 2 teens on the 3rd floor that was caught on camera and was handled with the assistance of

Officer Myrmel. The teens were identified and banned from the library. Also, four teens were observed smoking marijuana outside and the police were called. The officer made them all call their parents. Donna Morgan expressed that she is hopeful that parents being involved will make an impact. Additionally, Officer Myrmel informed the school district of the student behavior. These teens have been trespassed from the library. Mary Jo questioned if there might be ways to build a positive rapport. Casey advised this has been unsuccessful in the past. Donna remarked that there is a line between “kids being kids” and criminal behavior. Jeff Howick, YA Librarian, confirmed that most of the issues we have are with middle school students and a lot of the criminal activity happens outside, which falls on the town and the police. As a library, PVPL can’t control what happens outside and near the library, but it is directly affected when those teens then come inside the library. Casey contacted the new Police Chief; he is open to discussion after he settles in. Jeff added that there are four schools within walking distance and the library gets completely full in the teen section and it gets loud.

- e. Library Trustee Visitations to Other Libraries – Mary Jo will look for libraries in Rome later this month.
- f. Library Staff Appreciation – Thank you to Donna for taking care of the cards for the PVPL staff.
- g. Library Staff Visitation/Presentation – Jeff Howick was selected to give a presentation at the AZLA conference on an escape room program that PVPL had last year. The successful program was completely full, with many first-time library users. It is an opportunity for different people with different skills to work together as a group, building social skills. Thinking of libraries as more than a building full of books. Jeff would like to do an escape room program again at PVPL, possibly involving teens in the planning stages. Diane agreed that would be a wonderful opportunity. Casey and Michele presented the Community Needs Assessment. They discussed the year-long process and the mistakes they made. They advised attendees to reach the community groups at their meetings; tell them what you're going to do, how much time you need, get in and get out. Casey advised that the AZLA conference is about meaningful professional development. They select presentations that they believe will be of value to other libraries. For example, Jeff

attended a “Homework Helpers” session that he is planning to implement at PVPL with help from Lynette, the Children’s Librarian, starting in January. High School kids help K-6th grade students with their homework. He hopes to establish a regular teen volunteer pool. Build connections with teens, and mentorship for younger kids. Casey attended a “Sustainable You” session about setting priorities; do less, well. A “Books by Mail” program that Shannon is looking into. “Intentional Inclusion” –a Pima County presentation about middle-class biases in diverse communities.

Next year the AZLA conference will be held in Prescott, dates and location to be determined.

10. New Business

- a. Calls to the Public Discussion – Board applicant Karen Rauls in attendance. Karen has been working in libraries since 1976. She has ideas about the Junior Honor Society kids needing service hours to help Jeff with the homework program; and when Apache Junction had a retired police officer for security, they found they were well supported. Karen would have applied sooner, but could not attend daytime meetings until she retired. After working the last 5 years at Mile High Middle School in Prescott, she now volunteers there once a

week as well as at Yavapai College, Prescott Public, and now at PVPL in the Children's department and repairing books. Karen would like to share her 40 years of experience.

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 Kathy Derry called for a motion to adjourn the meeting. Diane LeMont made a motion to adjourn the meeting, seconded by Donna Morgan. The motion passed unanimously. The meeting was adjourned at 10:03a.m.

Respectfully Submitted,

Donna Morgan , Secretary

Gen Priest, Administrative Assistant