

## Prescott Public Library Board of Trustees Monthly Meeting Minutes April 19, 2018

**Present:** Charity Lubich, Dave Finley, Anne Kressly, Susan Oney, Carissa Langer, Galen Seipel

**Absent:** Kate Otto

**Call to Order:** President Lubich called the meeting to order 6:32pm. with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

**Agenda:** A motion to approve the agenda for April 19, 2018 was made by Anne Kressly, seconded by Dave Finley, and carried.

### **Approval of Minutes:**

A motion to approve the March 22, 2018 Library Board minutes was made by Anne Kressly, seconded by Dave Finley, and carried.

6:42 pm Galen Seipel arrived

### **Director's Report April 19, 2018**

<b>Revenue: March</b>	
Fines & Fees	\$225.92
Copies & Fax	\$87.65
Book Sale & Donations	\$35.70
<b>Total</b>	<b>\$349.27</b>

### **Library Statistics**

<b>March</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Circulation (Checkouts & Renewals)	4,341	4,321	4,665
Checkins	3,546	3,587	3,410
OverDrive & Freeding Checkouts	376	575	572
Pharos Internet Management	301	322	255
Door Count	3,026	3,192	3,262
Wireless Sessions	732	829	902
Website Visits	1,395	1,071	1,336

## Programming Statistics

### Event Attendance

Age Levels	Story time (9)	Coloring Craze(2)	Tail Waggin Tutors (4)	Dr. Seuss Birthday	Lego Club	Knot Just Knitting	Movie Night (4)	Yoga (2)	Card Making Class	Totals
Adults	33	10	9	10	2	4	16	21	6	111
Teens		0	0	3	0	0	0	0	0	3
Children	56	0	21	18	11	0	2	0	0	108
<b>Totals</b>	89	10	30	31	13	4	18	21	6	<b>222</b>

\*Number of times event occurred is (1), unless otherwise noted.

### Outreach

Age Levels	Storytime at 4k Centers	The Gathering Place	
Adults	9	10	19
Children	84		
<b>Total</b>	93	10	<b>103</b>

	Passive Displays-Movie Suggestions	
<b>Totals</b>	<b>15</b>	<b>15*</b>

\*Movie Suggestions was a passive display for all patrons and was not age specific.

### On-going Programs

*1000 Books Before Kindergarten* Registrations as of March 31, 2018 = 157

26 children have completed the program as of March 31st.

Total number of people served by Programming and Outreach in **March 2018 was 325.**

March	Programming and Outreach
2017	190
2016	278

## Library Updates

**Circulation changes:** Libraries in our system have been undergoing a few different circulation changes.

1. Switching from owning library to lending library rules. Now, a library decides loan periods and fine rates for all items checked out at their library, no matter which library owns the item.

2. Switching to local priority holds instead of a first-come, first-serve basis.
3. Fines Free libraries (decided locally).

**Unfunded Need Furniture/Rearrangement:** Placing the orders gradually so we have enough time to work on getting things rearranged and organized as they come in.

**New projector and smart board:** Materials from BG Innovations have been ordered and are on their way. Once the equipment arrives, Public Works will be coming in first to install a ceiling projector and smart board. They may change the lighting by adding a dimmer switch to make it easier to see what's being displayed on the board. Once Public Works is done, BG Innovations will come in and finish the set-up process.

**Directors Report:**

A motion to approve the Director's Report was made by Anne Kressly, seconded by Dave Finley, and carried.

**Financial Report:**

A motion to approve the presented paid bills for March 2018 was made by Anne Kressly, seconded by Galen Seipel, and carried.

**New Business:**

**\*Review and possible approval of new board member**

Board reviewed two applications for filling vacant library board position. Anne Kressly nominated Amy Fiege, seconded by Dave Finley. Put to board to vote, the motion passed unanimously. Sending to City council for approval.

**\*Review and possible action of patron ID field requirements**

A motion to NOT require driver's license field on patron ID field on patron registration cards, was made by Anne Kressly, seconded by Galen Seipel, and carried.

**\*Review and possible action of Fines Free**

A motion to take no action at this time and table until July 2018 meeting was made by Anne Kressly, seconded by Dave Finley, and carried.

**Treasurer's Report:**

No report provided

**Executive Session** was called by President Charity Lubich for six month review of library director's performance and salary.

President Lubich called the meeting back to order after executive session, a motion to increase the library director's salary by 5% beginning the next pay period was made by Dave Finley, seconded by Anne Kressly, and carried.

**Adjourn:** A motion to adjourn the meeting at 7:36pm was made by Galen Seipel, seconded by Anne Kressly.

Next Meeting: Thursday, May 17, 2018 6:30 p.m.

Respectfully Submitted,

Susan Oney