

Prescott Public Library Board of Trustees Meeting Minutes September 17, 2020

Online Meeting via Zoom, Present: Carissa Langer, Thomas Oss, Anne Kressly, Jerry Klasen, Amy Fiege, Penny Peterson, Susan Oney

Call to Order: Anne Kressly called the meeting to order at 6:33pm 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 accept the agenda for September 17, 2020 was made by Jerry Klasen, seconded by Amy Fiege, and carried.

Approval of Minutes:

A motion to approve the August 20, 2020 Library Board minutes was made by Jerry Klasen, seconded by Amy Fiege, and carried.

Prescott Public Library Director's Report September 17, 2020

LIBRARY STATISTICS

2020	June	July	August
Total Circulation (Checkouts & Renewals)	1,148	2,190	2,101
Checkins	1,928	2,596	1,481
OverDrive & Freeding Checkouts	977	956	873
Pharos Internet Management	0	0	0
Door Count	*295	*468	*406
Wireless Sessions	330	401	449
Website Visits	4,150	2,456	2,044
New Patrons	2	3	1
New Items	185	315	305

*Reflects # of curbside pickups in June (library materials, faxes and copies, SRP prizes)

Phone Calls		
	Calls*	Minutes
July 15-August 21	1,836	3,323 (55.4 hours)

*Includes incoming, outgoing and missed phone calls

PROGRAM UPDATES

Program	Live Views	YouTube Views	Website Views	Facebook Reach
PTA Week 8 Circus (August 3 – 7)			*	96 (6 engagements)
PTA Week 9 Theater (August 10 – 14)			*	90 (1 engagements)
PTA Week 10 Pirate (August 17 – 21)			*	80 (2 engagements)
Virtual Yoga (August 3 rd)		21		
Virtual Yoga (August 5 th)		22		
Virtual Yoga (August 10 th)		19		
Virtual Yoga (August 12 th)		17		
Virtual Yoga (August 17 th)		15		
Virtual Yoga (August 19 th)		20		
Virtual Yoga (August 24 th)		14		
Virtual Yoga (August 31 st)		2		
Virtual Teen Advisory Board Meeting	11			

* Page Turner Adventures (10 week online program): 180 (total views)

Summer Reading Program: 79 (total registrations)

Take & Make Crafts (via curbside)

August 10th – 14th: 24

August 24th – 28th: 19

LIBRARY UPDATES

Personnel Committee Meeting: The library director met with the City Personnel Committee after a memo we received regarding working from home and reopening the library.

Painting Project: T.E.M Paint & Stain will paint the library this fall (October/November).

Director's Certification Course: Last course started on 9/16. This will complete the coursework for the director's certification required by the Department of Public Instruction (DPI).

Library Projects/Tasks: In addition to Curbside, regular library duties, quarantining and cleaning, some ongoing projects library staff have been working on (when able) include, but are not limited to:

- Weeding of library materials (part of our large weeding project to bring ourselves up-to-date on a weeding schedule and with library items).
- Shifting/rearranging library materials (part of our rearrangement plan)
- Joined the Sustainable Shelves Program through Baker & Taylor (B&T). Itemizing and organizing books for B&T pickup
- Patron record clean-up

Directors Report:

A motion to approve the Director's Report was made by Amy Fiege, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

Financial Report:

A motion to approve the presented paid bills for August was made by Jerry Klasen, seconded by Penny Peterson, put to board to vote, the motion passed unanimously, and carried.

New Library Board Trustee

Reviewed applications for open seat vacated by Dave Finley. A motion to approve the selection of Erin Kosmalski made by Tom Oss, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

2021 Library Budget and Wages

City Council budget meeting is being held October 15, 2020. In order to have the Prescott City Council budget numbers, A motion to move the October library meeting to October 22, 2020 was made by Jerry Klasen, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

Library Policies and Forms

- a. Visiting Requirements During Covid-19**
- b. Behavior Policy**
- c. Internet and computer user policy**
- d. Child Safety Policy**
- e. Library Card Registration Forms**

A motion to accept the forms and polices as presented by the library director was made by Jerry Klasen, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Library Reopening Plan: No change on current covid plan at this time due to Pierce County is at critical red level, large number of new cases in the county and state.

Treasurers Report: \$2572.61

Issues and assignments for October 22, 2020 Board meeting:

- Library Covid19 Update
- Final Budget Approval

Adjourn: A motion to adjourn the meeting at 7:51pm was made by Penny Peterson, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Next Meeting: Thursday, October 22, 2020 6:30 p.m.

Respectfully Submitted,

Susan Oney

