



Prescott Public Library Board of Trustees Meeting Minutes: December 4, 2023

Present/Attending: Anne Kressly, Gerald Klasen, Amy Fiege, Penny Peterson

Also present: Carissa Langer

Absent: Tasslyn Magnusson, Susan Oney, Pat Knox

Call to order: Kressly called the meeting to order at 6:39 p.m.

Establish a Quorum: Kressly established a quorum by roll call vote.

Certification of Compliance with Open Meeting Law: Certification of compliance and open meeting law was confirmed.

Agenda: Peterson moved to approve the agenda for December 4, 2023. Klasen seconded. Motion carried. Kressly noted that the date for the next meeting should be 2024 not 2023.

Approval of Minutes: Klasen moved to approve September 21, 2023 meeting minutes. Peterson seconded. Motion carried.

Director's Report: Langer provided a written report. Peterson moved to accept the Director's Reports from September, October and November. Fiege seconded. Motion passed.

Program Updates

In-person, recorded, live-virtual

- 365 attended programs, participated in a self-directed activity or joined us virtually for a program in September. Programs were kept to continuing activities in preparation for the new library shelves project and limited services during September. The shelving project was then delayed to October.
 - September 2023:
 - In person events included: Storytime, LEGO Club, Build Crew, Coloring & Conversation, Gentle Yoga, Family Craft Hour (edible sand), Teen Advisory Board (TAB) Teen Game Night, and Books & Brownies book club.
 - Self-directed include Hide & Seeks (buses), 1,000 Books Before Kindergarten and add-your-own (first library card).
 - Virtual programs is our recorded yoga videos on YouTube.
 - Collaborations/outreach include:
 - Prescott Daze vendor booth: we had 143 engagements in 2023 (approximately 80 in 2022).

Library Updates

Grants: We received a grant of \$750 from Allina Health to support recreational activities. We purchased and are processing the following items for checkout: 2 adult snowshoe sets, 2 kids' snowshoe sets, 1 adult fishing kit, 1 kids' fishing pole kit, 2 pickleball sets and snow tubes with electric pump.

2024 Budget: attended the City Council workshop for departments to discuss 2024 budgets.



Prescott Public Library Board of Trustees Meeting Minutes: December 4, 2023

Shelving Project: Originally set to begin September 11, 2023, but was postponed due to factory delays. The project was rescheduled and started October 2, 2023. The project consisted of moving the books off the shelves, removing most of the current shelves, cleaning the carpet, installing the new shelves, moving all the books back to the shelves and organizing. During this project, we continued with limited services like hold pickups, programs, copying/printing/faxing and book delivery.

Program Updates

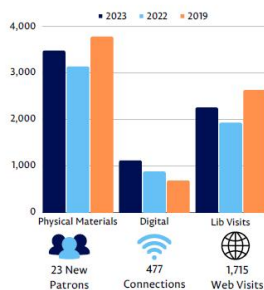
In-person, recorded, live-virtual

- 334 attended programs, participated in a self-directed activity or joined us virtually for a program in October. Programs were kept to continuing activities in preparation for the new library shelves project and limited services during October 2023.
 - October 2023:
 - In person events included: Storytime, LEGO Club, Build Crew, Coloring & Conversation, Gentle Yoga, Family Craft Hour (decorate tote bag), Teen Advisory Board (TAB), Costume parade, Spooky Campfire stories, Snack Hacks taste test, Read with Me (Cali the therapy dog).
 - Self-directed include Hide & Seeks (pumpkins), 1,000 Books Before Kindergarten.
 - Virtual programs is our recorded yoga videos on YouTube.
 - Collaborations/outreach include:
 - Trunk or Treat (Community Ed): we had ~250 engagements at our Trunk in 2023). The TAB group thought of the Storybook trunk and 3 members attended the event.



Library Statistics

November 2023



In Person	Self-Directed	Virtual
185 attended	185 participants	15 views

Outreach/Collaborations:
Gingerbread House Contest with Community Ed
Mississippi Room Reservations: 7

Up Next!

Read with Me (Cali the therapy Dog) LEGO Club Storytime Teen Advisory Board (TAB) Coloring & Conversation Craft Hour: Gingerbread houses Gentle Yoga	Wrapping workshop TAB holiday party Family photo booth Gingerbread House Contest	Winter Reading Program DIY Spa Spectacular Stuffed animal show
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Prescott Public Library Board of Trustees Meeting Minutes: December 4, 2023

Library Expenditures: a list of expenditures and summary were provided. Klasen moved to approve the expenditures. Peterson seconded. Motion carried.

Shelving Project Update: Langer gave an update of the shelves progress. We are waiting for the few miscellaneous shelves to come in and for the installation company to touch-up stains on the picture book bins. Langer reported that we have received much positive feedback from patrons and staff. Langer said that we still have to get signage for the shelves.

2024 Closed Dates: Langer provided a list of [2024 closed dates](#). Klasen moved to approve the 2024 closed dates for the library. Fiege seconded. Motion carried.

Treasurer's Report: Fiege reported a balance of \$5,008.20 in the Trustees account.

Issues and Assignments for January 18, 2024: Review library policies and board structure/bylaws.

Adjourn: Klasen moved to adjourn at 7:18 p.m. Peterson seconded. Motion carried.

Respectfully submitted, Carissa Langer