

Prescott Public Library Board of Trustees Meeting

Minutes July 17, 2025

In Person: Amy Fiege, Adam Granquist, Anne Kressly, Carissa Langer, Tasslyn Magnusson, Susan Oney, Penny Peterson.

Absent: Jerry Klasen,

Call to Order: Anne Kressly called the meeting to order at 6:32 pm with a roll call of Board members confirming that a quorum was present and that the meeting was in compliance with the open meeting law.

Agenda: A motion to accept the agenda for July 17, 2025 was made by Penny Peterson and seconded by Susan Oney and carried.

Approval of Minutes: A motion to approve June 19, 2025 Library Board was made by Adam Granquist and seconded by Tasslyn Magnusson and carried.

Director's Report: Carissa Langer presented a Director's Report. Penny Peterson made a motion to accept, seconded by Adam Granquist and carried.

Financial Report – Library Expenditures: A list of expenditures and summary were provided. Budget continues to be slightly below projections, but several expenses remain outstanding. A motion to accept the Financial Reports was made by Tasslyn Magnusson and seconded by Penny Peterson. The motion carried.

Director's Report Highlights Included:

Programs

- 992 participants in 43 programs in June.
- Children/Teen Engagements
 - Storytime at Heart, Hands, and Mind
 - Flag Day event at American Legion Post 61
 - Ugly Dog Therapy
 - Scientist Guest Speaker at Homeschoolers Hub
 - Summer Kickoff Vendors and Volunteers
- The Mississippi Meeting Room received 4 (4 people) reservations in June.

Library Updates

- **Grants/Interns:**
 - Bryn has spent the first month learning about the library and shadowing library staff. She has been helping with programming, attending meetings, and trying various library tasks. She has also been brainstorming ideas for the Connected

Learning Project and finalizing details. Currently her plan is to focus on outreach to local daycare providers.

- **Email Notices:**
 - We have signed up to participate in implementing LX starter, for modern and customizable email circulation notices and patron messages. Library staff can design, send and track branded email notices including Hold pickup notices (example below), Hold cancellations, and Overdue notices using a web interface which tracks engagement metrics like open and click rates. There is no cost to implement this new option.
- **Space Planning Workshop**
 - Two library staff members attended the “Small Spaces, Big Opportunity/Reorganizing to Increase Circulation” workshop in Amery on July 1. The workshop was run by New York University professor and author of “Library Space Planning: A PLA Guide”, David Vinjamuri. He spent time discussing space organization and merchandising in small spaces to increase circulation. He explored how to manage competing needs, tools to analyze spaces, and ideas to renovate the library space.
- **Summer Programs**
 - 2025 Theme: “Color Our World.”
 - A lot of people were in attendance for the summer kick-off party.
 - As of 7/10/2025 we have 368 total registrations for the SRP. The most number registrations was in 2018 with 387 sign-ups. We have had 120 reading logs turned in so far.
- **Strategic Plan**
 - Compiling the results of the survey, focus group and staff comments. Will begin working on the first draft of the Strategic Plan.

Discussion

- Performance Review
 - Anne Kressly will do library director performance review by end of August.
- Parking Lot Repairs/Library Reserve Fund/Building Agreement
 - Continued discussion on the interrelated issues of the request from the City for support of parking lot repairs, the reserve fund, and the building agreement between library and city.
 - The board seems to agree that there is a need for a memorandum of agreement that lays out the responsibilities and relationship between the library and the city.
 - Carissa will discuss with Amery library (they have a similar relationship with their municipality) and with Matt from Prescott with the goal of creating an agreement with the city.
 - The Board will continue to discuss.

Review/Action – Policies:

None this month.

Treasurer's Report: Fiege reported there is a current balance of \$5,711.62 in the Trustees Account at First National. There are checks to deposit.

Issues and Assignments for Next Meeting:

- Continuing discussion on budget agreements – August will bring a preliminary budget draft for review.
- Policies per the regularized schedule.

Adjourn: PP made a motion to adjourn the meeting at 7:36 pm, seconded by AMY FIEGE, the motion carried.

Respectfully submitted, Tasslyn Magnusson