

DRAFT



**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING**

Library Crystal Room, 3rd Floor
7401 E. Skoog Blvd., Prescott Valley, Arizona 86314, at 5:30pm

**MEETING MINUTES
August 4, 2026**

1. CALL TO ORDER

President Karen Rauls called the meeting to order at 5:30pm.

2. ROLL CALL AND RECORDING OF VOLUNTEER HOURS - Secretary

Present: Karen Rauls, President
Debbie O'Brien, Vice President
Ann Boles, Trustee
Krysta Ayres, Trustee
Jim Lawson, Secretary

Absent: Lisa Gonzalez, Trustee

3. LIBRARY STAFF VISITATION

Library Director, Casey Van Haren; Library Technical and Support Services Manager, Joslyn Joseph; Library Admin Services Manager, Faith Cody.
Reports discussed under Management Report.

4. APPROVAL OF MINUTES

a. Meeting Minutes of July 7, 2026 Consideration & Possible Action (Approve)

Motion by Trustee Krysta Ayres, seconded by Secretary Jim Lawson to approve the Meeting Minutes of July 7, 2026.

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

5. CORRESPONDENCE - Secretary

No correspondence to report.

6. CALL TO THE PUBLIC: At this time, any member of the public is allowed to address the Library Board of Trustees on any issue within the jurisdiction of the Board. The speaker may have up to five (5) minutes to speak. Those wishing to address the Library Board of Trustees need not request permission in advance. Action taken because of public comments will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

No member of the public requested to speak.

7. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT

Friends of the Library President Diane Jordan reported that the Friends donated \$28,775 to the library during Fiscal Year 2026. The July Children's Book Sale exceeded last year's sales by approximately \$700. The DVD Sale, which began August 3, is going well and may continue for one to two weeks. Item prices have been adjusted, with magazines now \$0.50 and all prices ending in zero. eBay sales totaled \$2,982 from approximately 150 sales, with 10–15 items listed weekly.

8. MANAGEMENT REPORT: Budgets, Grants, Monthly Report, Security - Library Management

Budget – Library Director Casey Van Haren reported that the library team is addressing financial issues related to finance staff changes and updated processes.

Grants – State grants have been received and project codes established. The Bookmobile Grant will fund a vehicle wrap and new books. The Community Resource Grant will continue support for Resource Specialist Heidi and her work with community members.

Security – Library Manager Joslyn Joseph reported that one security staff member is on vacation. With school starting, Security is prepared to review library rules with students visiting after school.

Library Management – The Summer Reading Program had 783 youth participants who recorded 567,236 reading minutes, representing a 67% increase in participation. The new town-wide Agenda Quick software will provide trustees with meeting packets electronically; printed packets will no longer be routinely provided. Staff can assist with printing as needed. The

system is also the town's preferred method for board communications. Director Van Haren will meet with Human Resources to review Compensation and Classification Study recommendations. The part-time Administrative Specialist II position has closed, and applications are being reviewed, with interviews expected to begin within the next few weeks.

a. Library Monthly Report

No questions.

9. TRUSTEE COMMITTEE REPORTS

No committees.

10. UNFINISHED BUSINESS - President

a. Trustee Attendance at Public Events

Trustee Ann Boles reported working the election and volunteering with Parks & Recreation for Shark Week. President Rauls shared highlights from her visit to Plymouth District Library in Michigan and brought back its newsletter for PVPL librarians. She also attended the Apache Junction Library celebration and purchased books through the PVPL Friends of the Library book sale. Trustee Debbie O'Brien noted that she purchases books from the Friends' bookstore for her husband's piano students to enjoy while waiting for lessons. Trustee Boles also reported success with seeds from the PVPL Seed Library.

b. National Trustee News Items

None.

c. Attendance at Prescott Valley Public Library Events and Programs

None.

d. Library Staff Appreciation

Secretary Lawson reported that the Board account balance is \$19. The Board agreed to hold the staff appreciation event on October 28, when most staff will be working. Details will be finalized in September.

e. Review of Proposed Bylaws and Agenda Updates

The Board reviewed the Bylaws article by article and discussed proposed language updates and consolidations. Director Van Haren will purchase *Robert's Rules of Order, Newly Revised* for Board reference. The Board

approved the updated Bylaws unanimously. Director Van Haren will incorporate the changes and forward them to Legal for review.

Motion by Trustee Ann Boles, seconded by Trustee Krysta Ayres

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

11. NEW BUSINESS

- a.** United for Libraries Virtual Day July 28, 2026, Post-Event Discussion Trustee Boles, Trustee Ayres, and President Rauls attended the July 28, 2026, United for Libraries ALA virtual conference. Trustees found the sessions informative, particularly *How to Be the Best Trustee You Can Be*, which emphasized community engagement, self-evaluation, and advocacy for the library. Trustee Ayres reported it to be an informative experience that helped her to understand the Trustee's role better. The Board discussed a possible trustee retreat; Director Van Haren will consult Town Legal regarding open meeting requirements and whether an executive session would be appropriate.

12. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING - SEPTEMBER 1, 2026

- a) Librarian Christy to present about the Summer Reading Program
- b) Executive Session follow-up
- c) Staff Appreciation planning

13. ADJOURNMENT

Motion by Secretary Jim Lawson, seconded by Vice President Debbie O'Brien to adjourn the meeting at 6:22pm.

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

APPROVED:

Jim Lawson, Secretary

CERTIFICATION I hereby certify that the foregoing are the true and correct minutes of the Prescott Valley Library Board of Trustees meeting held on August 4, 2026. I further certify that a quorum was present.

Dated this September 1, 2026.

Faith Cody, Administrative Services Manager