LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Library Crystal Room, 3rd Floor
7401 E. Skoog Blvd., Prescott Valley, Arizona 86314, at 5:30pm

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MEETING MINUTES
October 6, 2026

Present:	Karen Rauls, President
	Debbie O'Brien, Vice President
	Ann Boles, Trustee
	Lisa Gonzalez, Trustee
	Caroline Koons, Trustee
Absent:	Krysta Ayres, Trustee
	Jim Lawson, Secretary

1. CALL TO ORDER

Meeting was called to order at 5:30pm by President Karen Rauls. President Rauls named Vice-President Debbie O'Brien acting Secretary for this meeting.

2. ROLL CALL — Secretary

New Trustee Caroline Koons was welcomed by the Board and Staff, followed by introductions from those present. Trustee Koons shared a brief introduction, noting that she has been a resident of Prescott Valley for approximately four years and is the parent of a four-year-old child, who is one of the reasons she visits the library, along with her own love of books. Trustee Koons also shared that she teaches in the Writing Center at Embry-Riddle Aeronautical University.

3. LIBRARY IMPACT MOMENT

a. Introduce new library staff: Alex Campo and Angie Poland.

Alex Campo is the Library's new part-time Library Assistant. A lifelong area resident, Alex has always loved the Library and its role in the community. Since joining the Library a

couple of months ago, she has developed an even greater appreciation for its mission and services and is happy to be part of the team.
Angie (or Angela) **Poland** is the Library's new part-time Library Administrative Specialist. An Arizona resident since age two, Angie has lived in the Prescott Valley area for 26 years. She is an Air Force veteran and spent 18 years working for Yavapai College. The Library has always been special to Angie, especially while raising her children and attending story times and programs. She is excited to join the Library and looks forward to working with the Board.

4. CONSENT AGENDA

Motion by Trustee Ann Boles, seconded by Trustee Lisa Gonzalez

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Lisa Gonzalez, Trustee Caroline Koons

Other: Trustee Krysta Ayres (ABSENT), Secretary Jim Lawson (ABSENT)

5 - 0 Passed

a. Meeting Minutes of September 8, 2026 Consideration & Possible Action (Approve)

5. **CALL TO 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 was present.

6. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT

FOL Board President Diane Jordan reported that work on the 2027 budget will begin later this month. The FOL anticipates meeting its 2026 budget goal, due in large part to revenue from eBay sales, as well as success from book sales throughout the year. In November, the FOL will host a Holiday Puzzle and Book Sale featuring an abundance of holiday-themed items, which will be sold at regular prices. The FOL has also begun planning its annual holiday party, scheduled for December.

7. LIBRARY REPORT: Operations, Trends, and Strategic Priorities

Director Van Haren reported that the Library will be closed Monday, October 12, for Staff Training Day, covering situational training, process review, and team building. She also announced that she will serve as President-elect of the Arizona Library Association (AzLA), a position she previously held in 2023 before stepping down following her father's passing.

Manager Joseph provided updates on Bibliotheca's Automated Materials Handler (AMH) purchase and installation, which will include new RFID readers and self check out stations. Vendor selection is determined by the YCFLD consortium. In response to Trustee

Gonzalez's question, Manager Joseph confirmed that other network libraries share similar concerns regarding vendor communication, accuracy, and clarity.

Manager Joseph reported that Envisionware will be installed October 20, replacing GoPrint and Cybrarian. Staff training is scheduled for October 16 and 19, with computer downtime expected to be less than one day.

The Library's policy review is ongoing, including clarification of identification and eligibility requirements for library cards.

Manager Hjorting reported that September's Library Card Sign-up Month featured scavenger hunts for adults, teens, and youth, along with a limited-edition commemorative card for new registrants. The activities generated enthusiasm among staff and patrons.

a. Library Monthly Report

No questions about this report.

8. TRUSTEE LEARNING MOMENT

Director Van Haren provided updates to the Trustee Handbook. The By-Laws recently approved by the Board were subsequently approved by Town Council in September. Copies of the updated By-Laws were included in the meeting handouts. The Board of Trustees Handbook, along with the Vision, Mission, and Areas of Focus, was updated for distribution.

Director Van Haren highlighted the Vision, Mission and Areas of Focus for 2025 - 2028, which are formed by the Community Assessment conducted by the Library every three years. The feedback received helps guide the Library's priorities, including the Trustees' direction and allocation of funds.

Trustee Boles asked whether additional locations for a potential branch were being considered. Director Van Haren identified Quailwood, Viewpoint, and Stoneridge as prospective areas for future satellite locations, noting that these possibilities are part of the Library's 10-year Master Plan.

9. TRUSTEE COMMITTEE REPORTS

No committees to report.

10. UNFINISHED BUSINESS - President

a. Staff Appreciation Plan

Trustee Boles suggested establishing recurring staff appreciation events throughout the year that could be repeated annually to create a tradition of appreciation. The Board agreed to hold four staff appreciation events each year as follows: February: Potato Bar; May: Ice Cream; August: Back-to-School Snacks; November: Brownie Bar. The November staff

appreciation event for this year is scheduled for November 18. Trustees in attendance developed a list of items they plan to bring for the event.

11. NEW BUSINESS

No new business to report on.

12. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

1. Reminder of November Staff Appreciation Day
2. Facilities Use Policy for the entire town will be reviewed for revision. This revision will include updated language for Library meeting room usage.
3. Attendees of the the AzLA Conference this month will share highlights. Director Van Haren is co-presenting a session entitled: "Punk @$$ Book Jockies Fight the Power"

13. ADJOURNMENT

Trustee Gonzalez made a motion to adjourn, Vice President O'Brien seconded the motion. All in favor. Meeting adjourned at 6:18pm.

APPROVED:

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Debbie O'Brien, Acting 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 October 6, 2026. I further certify that a quorum was present.

Dated this _____, 2026.

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Faith Cody, Administrative Services Manager