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**MINUTES OF THE LIBRARY ADVISORY BOARD held on August 20, 2020 via Zoom**

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I. Call to Order

- Meeting called to order by Alma Howell, Chair at 10:05 a.m.

II. Roll Call

**Present**

Alma Howell (Chair)  
Mary Jo Dhein  
Michael Rothmiller  
Jennifer Knight  
Lois Furwirth  
Diane Catlin  
Staff Liaison, Roger Saft

**Not Present**

Richard Cady (Vice-Chair)  
Council Liaison, Councilwoman Rusing

III. Introductions

- Members present briefly introduced themselves

IV. Current and anticipated changes to library services due to COVID-19

- Director staff gave overview of changes of library services due to COVID-19 since March 17
  - March 17-March 19 Closed in order to physically rearrange collections in building to facilitate curbside service
  - March 20-April 3 curbside service with park and deliver model. Averaged 228 persons and 685 items per day
  - April 7-May 4 closed to align with Governor's Stay Home, Stay Healthy, Stay Connected order
  - May 5-May 23 Curbside service with drive through model. Averaged 206 persons per day and 715 items per day
  - May 26-July 3: public access to building. 620 persons per day. 1419 items per day

- July 7-August 22: resumed curbside service due to surge in COVID cases. 265 persons per day. 800 items per day.
- August 25: resume public access under the following conditions:
  - Maximum of 50 persons per day (per Governor's order)
  - Request limit use to one hour per day ( to allow more people to access library)
  - Request that masks be worn in library

V. Open meeting law presentations

- Reminder to Board members of ways to access the required open meeting law presentations

VI. Overview of library operations

a. YLN/YCFLD/PPL summary

- Director gave short summary of how these entities interact with one another to affect library services for Prescott residents

b. Budget

- Director presented explanation of library budget for FY2021 including:
  - breakdown of major categories of library budget
  - breakdown of library revenue
  - explanation of the formula by which the Yavapai County Free Library District provides contributions to the municipal/city libraries
  - pointing out that about 25% of the budget is recovered by the YCFLD contributions and fines and fees.

VII. Usage statistics

- Provided usage statistics in graphic form for FY 2019 and FY2020
- Provided 5 year usage statistics for FY2016-FY2020.

VIII. Set meeting date/time for FY2021

- Provisionally set the following dates for Library Advisory Board meetings for the next year:
  - Nov 19,2020
  - Feb 18,2021
  - May 20,2021

IX. Topics for next meeting

- Provide introduction to members of staff
- Provide introduction to Friends of the Library and their relationship to the library

X. Adjournment

- Meeting was adjourned at 11 a.m.

*Alma C. Howell*

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Alma Howell, Chair

  
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ROGER SAFT, Library Director