

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

April 27, 2021

The meeting was called to order at 9:33 AM by Board Chair Jan Grueter. Also, in attendance were board members Patty Kries, Mike Wasko, Jeanne Wasko and Leonard Van Dyke, board clerk Lisa Puckett and Operations Manager Terra Baldus. This meeting was conducted on site at the Lapwai Community Library/District Office with Jan and Patty connecting via Zoom conference call.

RECOGNITION OF VISITORS – Dawn Stryhas

REVIEW

- Agenda – no additions made
- Correspondence – Letter from Winchester Friends of the Library
- Valnet meeting – Directors heard a presentation from ICfL representatives about joining the IDEA project. A final decision whether to join or not will likely be made at the next meeting in May. Courier contracts are being renewed. Based on CDC current information quarantining of items is no longer required to use the Valnet courier system.
- Director's report –
 - Staff met via Zoom with Terra moderating.
 - PRLD libraries are partnering with the Nez Perce Tribe Air Quality program to install air quality sensors at branches that have outside power available. Information from the sensors will feed into a website with real time air quality information.
 - A subscription to Niche Academy has been purchased. The NA platform will allow us to share tutorials for use by both patrons and staff members. Several ready-made tutorials are offered in the NA Market place. Tutorials cover a wide variety of topics including how to use Libby, Overdrive, MS Office products, set up email, etc. There are also many tutorials created by other NA subscribers that are available for use on our site. Chris & Liz at the Winchester branch made a quick 3-minute science experiment video. With Terra's assistance they were able to upload it to our NA site for testing. Liz & Chris are already planning many more videos that can be uploaded and shared with all visitor of the prld.org website. Tutorials can be created by staff for addition to the platform after review by Lisa or Terra.
 - ILA Regional conference included an inspirational opening speaker and breakout sessions covering various topics of interest to librarians. Sarah Bettwieser, ILA lobbyist, spoke about this year's Idaho Legislature session. She suggested that libraries create a connection with local reps. She is willing to help arrange library tours with state and local reps. Stephanie Baily-White, Idaho State Librarian announced that ICfL will be receiving over two-million dollars of ARPA funding. They will be offering grants to libraries throughout the state. Details will be coming when they receive the funds and guidelines.

APPROVAL OF MINUTES

Mike moved that minutes of both the March 30, 2021 regular meeting and executive session be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Patty moved and Leonard seconded to approve the April 2021 Statement of Expense in the amount of \$40,862.05. Motion passed
The Profit and Loss statement for April 2021 was reviewed and approved on Patty's motion, seconded by Leonard. Motion passed.

The P1FCU bank statement for March 2021 was reviewed.

Lisa reported that 2021 E-rate funding letters for both Category 1 and 2 requests have been received. Category 1 for broadband service is funded in the amount of \$11,880. Category 2 for Security as a Service (Saas) in the amount of \$4,322.25. The next step is to file the Form 486 that notifies our providers that we have been approved for funding and allows them to bill USAC.

LIBRARY & STAFF REPORTS

Year to date statistics were printed and reviewed by trustees. This year's stats are beginning to return to pre-covid numbers at most branches. The report includes stats from 2019 as a baseline for comparison.

The branches shared news of their recent activities. Printed copies of the reports were sent to trustees.

Branch news highlights include:

Craigmont has a new youth book club.

Culdesac had a successful spring break program in the park with nearly 80 students from pre-K through High School and parents participating. Squirt gun painting and sidewalk chalk art were favorite activities.

Kamiah continues to partner with PBS to deliver Storytime in a Box to the local Headstart program. Blackout poetry was featured in the library windows as part of the poetry month program.

Kooskia is working with the Kamiah staff to prepare for summer programming. Both branches received \$500 ICfL STEM grants that will be used to purchase supplies for take home activities and hands on activities at the Kooskia Farmers Market.

Lapwai staff members Julie & Doreen participated in the Nez Perce Tribe Social Services Department's Family Engagement Day at the Lapwai City Park. The 58 visitors to their table received free children's books and learned about the Kindergarten Readiness Kits available to parents for check out.

Nezperce library hosted a virtual tour of James Castle's art through the Boise City Dept of Arts and History.

Two Libraries Transforming Communities conversations were held virtually to ask local residents for input on how to use the \$3000 grant funds to increase activities available to kids in the community. Several ideas were discussed. Supplies will be purchased for baby/toddler kits, putting together recreation kits for check out. Other plans include special outing for Summer Reading, along with a family event, cultural presenters for families and young children to enjoy.

Peck the school students have been viewing the NASA Mars mission activities. The Idaho Heritage Trust Executive Director and an architect visited to evaluate the historic building for future grant funding. They urged the city of Peck and library friends' group to apply for the upcoming grants.

Winchester continues to be busy with several Headstart storytime programs, kids' reading group, afterschool homework help and various art projects. The new aide, Liz, has helped Chris learn more about using the recently purchased iPad for creating videos for library use. Kindergarten readiness classes will be taught each week in June by the local Headstart teacher.

UNFINISHED BUSINESS

ILA Regional Conference – Mike and Jeanne along with Dawn, Terra and Lisa reported to the group about their take away from the sessions they attended. All attendees have received a link that will allow them to view the recorded sessions from the other regions giving everyone a total of 32 breakout sessions to learn from. The group felt the information was useful and worth the time and fees.

NEW BUSINESS

Trustee Connections virtual conference: This year's Trustee Connections Conference will be held virtually on June 18th from noon – 2 pm PDT. Registration opens May 1st. Lisa will register Mike, Jeanne, Patty and Jan.

Updated Covid reopening plan: Terra presented a draft of an updated plan she created using prior plans as a starting point along with new information from the CDC and Idaho Rebounds Stay Healthy guidelines. Suggestions for minor changes were made. A motion was made by Mike and seconded by Leonard to approve the reopening plan presented with the minor changed added. Motion carried.

Lisa and Terra will be visiting the branches on May 5th. A list of five questions regarding staff safety concerns when reopening and removing mask mandates will be sent out to staff prior to their visit. Each staff member will be given an opportunity to discuss the questions during the branch visits. Input received from staff will be considered in reopening decisions.

Impending Trustee Vacancy discussion: Jeanne shared that although she is grateful for Dawn's interest in filling Leonard's seat on the board, she feels that a representative from Nez Perce County is vital. Trustees and staff will continue to search for possible appointees. It was suggested by Patty that Dawn consider filling Patty's seat if Patty was to retire before her term ends in 2023. During the discussion the board asked Lisa to add an action item to the next meeting agenda to set an annual meeting date.

Executive session pursuant to Idaho Code 74-206(1)(b): At 11:42am, Patty moved and Leonard seconded to convene an executive session pursuant to Idaho Code 74-206(1)(b) to discuss a district personnel matter. Motion passed on a roll call vote:

Jan – Y; Patty – Y, Jeanne – Y, Mike – Y, Leonard – Y.

Mike moved to adjourn the executive session at 12:27pm; Patty seconded. Motion passed on a roll call vote:

Jan – Y; Patty – Y, Jeanne – Y, Mike – Y, Leonard – Y.

[NEXT MEETING](#) Tuesday, May 25, 2021 at 9:30am at Library Headquarters in Lapwai and via conference call.

[ADJOURNMENT](#) Meeting adjourned at 12:30pm.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: May 25, 2021