

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

April 28, 2020

The meeting was called to order at 9:29 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Patty Kries, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board Clerk Michael Priest. This meeting was conducted via conference call.

RECOGNITION OF VISITORS – Library staff member Terra Baldus joined the meeting.

REVIEW

- Agenda – Addition of City of Kamiah contract and MOU was added as the final item under Unfinished Business.
- Correspondence – none.
- Valnet meeting – The Valnet Board of Directors have been individually working on curbside delivery plans since Gov. Little's extension of the stay-at-home order on April 15 included the option for non-essential businesses to implement curbside delivery services. While it was decided that each library would work on their own timeline, a set of shared safety guidelines were established for the handling, quarantining and cleaning of returned materials.

APPROVAL OF MINUTES

Jeanne moved that the minutes of the March 31, 2020 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Patty moved and Leonard seconded to approve April's Statement of Expense in the amount of \$48,365.36. The Profit and Loss statement for April was approved on Leonard's motion, seconded by Jeanne. Both motions passed. As was done for March, Lisa will again sign the checks for April in the interest of practicing social distancing.

The P1FCU bank statement for April was reviewed.

STATISTICAL REPORTS

Statistics from the second quarter of FY 2019-20 (January-March) were briefly reviewed. The district was on track to make gains over the same quarter the previous fiscal year in nearly every statistical category. However, closures due to COVID-19 in March slowed this down.

LIBRARY & STAFF REPORTS

Little news was shared given the library closures during April due to the COVID-19 outbreak. Michael shared that staff have been stopping by to check on the status of their libraries and performing tasks remotely at home such as social media updates, training and special assignments.

UNFINISHED BUSINESS

COVID-19 and library closures – Michael has been preparing a district plan for curbside pickup since Idaho Commission for Libraries interpreted the governor's extension of the stay-at-home order as an opportunity for libraries to begin. As mentioned above, he has been consulting with Valnet partners in its construction. In addition, a Zoom meeting on April 21 was held with library staff to discuss the plan in more detail. Staff felt the need to keep things manageable and take a deliberate, step by step approach. Therefore, a two phased plan was settled upon. Phase 1 would have branches checking available materials out to patrons by appointment on a specified day and

time. Phase 2 integrates receiving returns, which the district is asking patrons to hold onto at this time (due dates have been extended to May 29). Trustees supported a “soft” opening to Phase 1 the week of March 4. Staff will contact those patrons who have holds waiting on shelf and give them information on the curbside pickup plan. The approach will be reviewed at the end of the week and potentially expanded to include holds on other library materials the following week.

COVID-19 and staffing measures – No changes were made to the district’s staffing measures during library closures established at the March meeting. Mike referenced the Families First Coronavirus Response Act requirements as listed on the US Department of Labor website for guidance moving forward.

Library policy review: Wi-Fi Hotspot Policy – The trustees reviewed the updated policy that no longer included the ability for patrons to place holds on hotspots and featured an expanded user agreement form. Lisa offered that while it was originally intended that patrons would fill out a new user agreement each time they check out a hotspot, the form could be adjusted to accommodate repeat users. Leonard moved to accept the policy with this amendment; Patty seconded. Motion passed.

City of Kamiah contract and MOU – Mayor Betty Heater emailed Michael a new draft contract on April 26 for the board to review. The draft contract contained several items that differed from the previous contract and MOU between the city and district, including the term, electricity payments and liability and fire insurance for the building. The trustees believed a face-to-face meeting between city and district representatives would be the preferred way to proceed with negotiations. Due to COVID-19 restrictions, the meeting would have to be postponed until a time it would be deemed safe.

NEW BUSINESS

COVID-19 and budget considerations – The trustees discussed possible future budget implications brought about by COVID-19. It was agreed that current circumstances should be carefully considered when budget planning for FY 2021-21 begins in June and July.

NEXT MEETING Tuesday, May 26, 2020, 9:30 AM via conference call

ADJOURNMENT Meeting adjourned at 11:01 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: May 26, 2020