

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
April 30, 2019

The meeting was called to order at 9:15 AM by board Chair Jan Grueter. Also in attendance were board members Patty Kries, Mike Wasko, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board clerk Michael Priest.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- Valnet meeting – Kanopy, the video streaming service, launched on April 15. Patrons sign up for an account and then authenticate using their library barcode. At this time, the play limit has been set to 6 videos per month. The FY 2019-20 Valnet budget, covering July 2019 – June 2020, was approved by the Board of Directors on April 22.

APPROVAL OF MINUTES

Mike moved that the minutes of the March 26, 2019 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Leonard seconded to approve the April Statement of Expense for \$57,076.77. The April Profit and Loss statement was approved on Mike's motion, seconded by Patty. Both motions passed.

The P1FCU bank statement was reviewed.

STATISTICAL REPORTS

Library statistics covering January through March were examined. Michael presented a supplement that included year-to-date comparisons with FY 17-18 for visits, circulation, computers & Wi-Fi and programming, along with end-of-year projections.

LIBRARY & STAFF REPORTS

Local newspapers with library news were made available during the meeting. Most branches supplied additional information on recent and upcoming news and events.

The new Craigmont library building project is moving along. The hope is that it will be completed by the end of May. A budget for the project has been established by the Craigmont Friends of the Library Group and contractors hired. Initial work on the building at 113 W. Main Street has begun. A Books & Bites Fundraiser is scheduled for Saturday, May 4 in the new building.

UNFINISHED BUSINESS

Job descriptions – Updated Director and Library Volunteer job descriptions were reviewed. Patty moved to accept the updated job descriptions; Mike seconded. Motion passed.

NEW BUSINESS

Fines revisited – A discussion was had on the decision to eliminate fines for minors, which was introduced by the district in June 2018. Lisa and Michael shared feedback on the impact. The general consensus was that the decision was a positive one. The prospect of eliminating fines altogether or altering the way in which patrons may remove them was discussed. Michael will follow up with branch managers to gauge their thoughts and bring their responses to a future meeting.

Lucky Day Collection – Some libraries within Valnet introduced Lucky Day Collections back in mid-2018. Lucky Day Collections are made up of popular, in-demand items. They are not subject to holds and are available for immediate check out to walk-in patrons. The district adopted a wait and see approach in August 2018. After the Asotin County Library District shared positive feedback and statistics regarding their Lucky Day Collection, it was decided that the district would trial it at Kamiah and Nezperce. 6 titles were selected for each branch to begin and more items will be added month-to-month. We will review progress after 2-3 months and decide whether we want to continue and expand the Lucky Day Collection to all branches.

Monthly calendar for trustees – Michael presented a monthly calendar for May highlighting upcoming events from an administrative perspective. He will continue to provide the calendar in board packets.

Holiday closures – Michael presented an analysis on the impact of holiday closures on library services throughout the district. The disproportionate number of Monday closures appears to be the main issue and possible solutions were discussed. Staff meetings, which currently account for four Monday closures annually, will be switched to a Tuesday instead. The board tabled the decisions to remove one or two Monday holidays and limit the number of staff meetings each year until a future meeting. In the meantime, Michael will seek feedback from staff.

Library policy review: Customer Service Policy – The board reviewed the suggested edits by Michael for the policy. No further changes were made. Patty moved to accept the updated policy; Leonard seconded. Motion passed. The policy will be posted on the library website “About PRLD” page.

Craigmont internet setup – First Step Internet performed a site survey of the new Craigmont library building and determined that a 6ft x 6ft x 16ft post would need to be raised out the back of the building with a clear line of sight to the Husky Water tank on the west end of town. Then either an aerial run or underground conduit would need to be installed. For First Step to do the full job, they are quoting approx. \$1,500 for the post and aerial or \$3,500 for the post and conduit. They advised that if another contractor installed the post and, if wanted, dig the trench, First Step would only have to install the aerial or conduit, which would cost approx. \$150-200. Michael reached out to Avista to see whether they would be interested in investing to the project and is awaiting a response. This information was also passed along to the Craigmont Friends of the Library Group. The Friends made an inquiry to the grocery store next door to the new library building about having the aerial run from their roof, to which they were agreeable. Lisa informed First Step of this development and they will do another site survey. The board tabled a decision pending the outcome of First Step’s second site survey.

NEXT MEETING Tuesday, May 28, 2019, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 10:55 AM

Respectfully submitted,
Michael Priest, Clerk of the Board