

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
August 25, 2021

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The meeting was called to order at 9:40 AM by Board Chair Mike Wasko. Also, in attendance were board members Jeanne Wasko, Dawn Stryhas, board clerk Lisa Puckett. This meeting was conducted on site at the Lapwai Community Library/District Office.

## RECOGNITION OF VISITORS –Lori Williams

### REVIEW

- Agenda – add item #20, Discussion of pay issue
- Correspondence –1) Letter of resignation from Jan Grueter, Trustee. 2) Memo from Kooskia branch assistant regarding interaction with patron refusing to mask. 3) Letter of resignation from Terra Baldus, Operations Mgr./Nezperce Branch Mgr.
- Valnet meeting – Directors met on Aug. 3<sup>rd</sup> in person at Colter Creek Tasting Room in Moscow. State librarian Stephanie Bailey-White and ICfL and Dylan Baker, E-Services Program Supervisor visited to congratulate ARPA grant recipients, discuss various ICfL services and upcoming opportunities. The Valnet directors have approved joining the IDEA project and are now waiting for Overdrive to make needed tech connections.
- Director's report – Covid numbers are climbing in the district. Most patrons are cooperating with the renewed masking requirement. Two staff members recently reported a close contact exposure. Both are vaccinated and had follow up Covid tests 5 or more days after exposure. Fortunately, both had negative test results and have returned to work. This prompted a review of our current Covid & Staff procedures document. It was found to be out of date. An updated version will be reviewed later in this meeting.  
Plans are moving forward for a booth at the Nez Perce County Fair to be shared with Lewiston City Library. Staff from both libraries are working together to plan for decorating and staffing the booth. Promotional items and children's books have been ordered for distribution during the fair.

### APPROVAL OF MINUTES

Jeanne moved the minutes of the July 27 and August 12, 2021 meetings be approved; Dawn seconded. Motion passed.

### STATEMENT OF EXPENSE / FINANCIAL REPORTS

After review of the printed copy Dawn moved and Jeanne seconded to approve the August 2021 Statement of Expense in the amount of \$63,026.95. Motion passed

The Profit and Loss statement for August 2021 was reviewed and approved on Dawn's motion, seconded by Jeanne. Motion passed.

The P1FCU bank statement for July 2021 was reviewed.

CD held by P1FCU matured Aug. 2, 2021. Interest rates are still very low. CD rolled into a new certificate with an eighteen-month term paying 0.80%.

### LIBRARY & STAFF REPORTS

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

**Kamiah** Balance of the ALA grant money has been spent to purchase additional Little Free Libraries for adoption by local groups. April will have a table at the August 25<sup>th</sup> Kamiah School Open House.

**Lapwai:** Working with the Uofl Extension Educator to schedule the use of their STEM Education trailer at the library. Julie will be receiving training about using the trailer.

**Nezperce:** With aid from the balance of an ALA grant and an Idaho Arts grant the library will be presenting an evening of music at the Lion's Park on August 30<sup>th</sup>. A duo, Pink Fusion, from Boise will be performing. The event is held in conjunction with the school's end of summer Open House.

**Peck** is gearing up for the new school year. Doreen has met with the teacher to discuss programs for the upcoming year. Students will visit the library 12:30-1:30 on Tuesdays and Thursdays. During these times the library is closed, local patrons are aware of the school program times and plan their library visits around those hours.

**Winchester** Several programs were presented during August. Chris attended the Aug 18 Highland Schools back to school program. Handouts were given to parents promoting general library services and the Winchester Library afterschool homework help program.

#### BUSINESS

Budget Hearing – The budget hearing notice was published in the August 8 and 11 editions of the Lewiston Tribune; no one from the public attended.

Budget-FY 2021-22 – Jeanne moved to approve the 2021-22 budget as published with Dawn seconding the motion. Motion passed.

Health Insurance change of carrier – After further review of the health insurance policies presented by Mike Macdowell at the July meeting the Regence policy was found to offer less coverage. Jeanne moved rescind the decision to switch the district's medical insurance to Regence Gold 1500 plan and continue with the current Blue Cross coverage for another year; Motion was seconded by Dawn. Motion passed. Lisa will notify Troy Insurance of the decision to stay with Blue Cross

Trustee Vacancies: Jeanne moved and Dawn seconded the motion to accept the resignations of both Patty Kries and Jan Grueter and to declare a vacancy for both seats. Motion passed.

Trustee Appointment: Jeanne moved that Lori Williams, Nez Perce County resident, be appointed to fill the remaining term of the vacant seat previously held by Patty Kries. The motion was seconded by Dawn and passed on a unanimous vote. Lori Williams was sworn in immediately following the vote by Mike Wasko, Chairman. The term of office expires in 2023.

Update Credit Union Account Authorized Signers – Credit union account requires the updating of authorized signers due to trustee and director resignations. Jeanne moved to remove Leonard Van Dyke, Patty Kries, Jan Grueter and Michael Priest from the authorized signers and add trustees Dawn Stryhas and Lori Williams. Mike Wasko, Jeanne Wasko and Lisa Puckett will remain authorized on the accounts. Dawn seconded the motion. Motion passed. Lisa will deliver new signature cards and supporting documents to the P1FCU branch in Culdesac.

Review of Covid-19 Response-Reopening Plan – No action was taken. Plan will remain in effect as approved on Aug. 12, 2021.

Review/Update Staff and Covid-19: PRLD Procedure document. Printed copies of current procedures approved in Oct. 2020 were presented along with a proposed updated version. After discussion and incorporating suggested edits, Jeanne moved to approve the updated procedures as edited (copy attached). Dawn seconded. Motion passed. Copies of the updated procedures will be sent to staff.

Staff request for face mask stipend – A staff member inquired about a stipend for staff face masks would be given again this year. After discussion regarding the disposable masks available at all branches no further action was taken.

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Northwest Mobile Kitchens has begun initial design process. A van will be ordered. A 2021 Ford Hi Roof LWB Cargo AWD van will be ordered through Jess Ford. A six-month wait for manufacture and delivery is anticipated. NWMK will continue to meet with the planning group to design the interior layout. Preliminary drawings are expected soon. Chris Case has begun to gather contact information for area schools, community groups, senior centers, etc., to explore possible partnerships for future mobile library visits.
- ARPA Overdrive funds have been deposited to the Valnet Overdrive ARPA account. Discussions about how to best use the funds are being coordinated by Lisa with Valnet Directors and Overdrive Committee members.

ICfL Strategic Planning Assistance – ICfL will be training some of their staff members to help small and rural libraries create or update Strategic Plans. ICfL is recruiting libraries interested in receiving assistance with strategic planning. Trustees indicated that Lisa should have PRLD be added to the list of interested libraries.

Pay issue –Proposed staff bonus options were presented for trustee consideration. Pay issue action item will be added to the September agenda.

[NEXT MEETING](#) Tuesday, September 28, 2021 at 9:30 AM in Library Headquarters in Lapwai.

[ADJOURNMENT](#) Meeting adjourned at 12:20pm.

Respectfully submitted,  
Lisa Puckett, Clerk of the Board

Approved: September 28, 2021