

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
February 23, 2021

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The meeting was called to order at 9:36 AM by Board Chair Jan Grueter. Also, in attendance were board members Mike Wasko, Jeanne Wasko and Leonard Van Dyke and board clerk Lisa Puckett. Patty Kries was absent due to technical difficulties. This meeting was conducted on site at the Lapwai Community Library/District Office with most attendees connecting via conference call.

RECOGNITION OF VISITORS – Maria Wren, Presnell & Gage auditor

## AUDIT REPORT

Maria Wren reviewed Presnell & Gage's 2019-2020 financial audit of the district with the trustees. Jeanne Wasko moved to accept the audit as printed; Leonard seconded. Motion carried.

## REVIEW

- Agenda – Add discussion of hotspot checkouts to Lakeside residents
- Correspondence – none
- Valnet meeting – A subscription to Novelist Select has been purchased to enhance the Valnet catalog. Budget committee will meet before the next Directors' meeting on March 9<sup>th</sup> to draft the 2021-22 budget.
- Interim Director's report –
  - Pam Howard is retiring from the cataloger position. She will be replaced by Genny Brown, Lapwai HS librarian. Genny will work part time before and after her school hours and from home.
  - E-rate application is near completion. Lisa will have the Broadband Specialist from ICfL review the application before submission. Applications are due by March 15<sup>th</sup>.
  - Staff have begun viewing Homelessness for Librarians Core training videos online. A follow up discussion will be included in the next staff zoom meeting.

## APPROVAL OF MINUTES

Mike moved that the minutes of the January 26, 2021 meeting be approved; Leonard seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Leonard seconded to approve the February 2021 Statement of Expense in the amount of \$49,292.88. Motion passed

The Profit and Loss statement for February 2021 was approved on Mike's motion, seconded by Leonard. Motion passed.

The P1FCU bank statement for January 2021 was reviewed. Leonard reported that when he checked his personal P1FCU account online that a new account was showing. He contacted the credit union and learned that the account was one of the library accounts. Lisa explained that can happen because the accounts are linked by SSN to signers on the library account. She will contact the Credit Union to find out what can be done to avoid these surprises in the future.

Savings certificate number 55052 on deposit at P1FCU matured on January 28, 2021. Lisa contacted P1FCU for current CD rates. Rates have dropped extremely. The CD was rolled into an 18 month certificate with hopes of higher rates returning. Jeanne Wasko suggested that Lisa look into the Local Government Investment Pool (LGIP) as an option to CDs.

#### LIBRARY & STAFF REPORTS

All eight branches shared news of their recent activities. Printed copies of the reports were sent to trustees. Branch news highlights include: Culdesac branch manager, Lynda continues to spend Thursdays at the school library presenting 5 programs and assisting students and teachers with checkouts. Kamiah will be hosting community discussions via zoom about installing Little Free Libraries in the area. Funding is through an ALA grant. Winchester branch manager, Chris Case, has been presenting outdoor story times for the local Headstart. She is accompanied by her kid friendly sheep. Elmer is a big hit with the kids. All branches continue to find creative ways to deliver programs while still under Covid restrictions. Some staff have begun to receive Covid immunizations.

#### UNFINISHED BUSINESS

May Elections - Jan reported she has gathered and verified the signatures required for her Declaration of Candidacy. She will deliver it to Lisa. Filing Deadline is March 19. Write-in candidates have until March 26th to file. Leonard will not be running for re-election. No candidates have come forward so far. If no one files for the seat his term will run out ten days after the Election date of May 18<sup>th</sup>. Trustees will need to declare a vacancy and appoint a new trustee within 60 days.

#### NEW BUSINESS

Lakeside residents and hotspot checkouts. Discussion about Lakeside Residential house managers having a library card for checkout on behalf of the residents of their respective houses. The card holder would be responsible for damage and losses incurred. It was agreed that the current hotspot and laptop checkout policies should be applied to the individual clients as it is unfair to hold an employee financially responsible for several clients' materials.

NEXT MEETING Tuesday, March 23, 2021 at 9:30 AM at Library Headquarters in Lapwai and via conference call.

ADJOURNMENT Meeting adjourned at 11:11 AM

Respectfully submitted,  
Lisa Puckett, Clerk of the Board

Approved: