

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
February 26, 2019

The meeting was called to order at 9:20 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board clerk Michael Priest. Board member Patty Kries was excused.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- Valnet meeting – none. Valnet are interested in purchasing Kanopy, a video streaming service, for the district and have formally requested a quote.

APPROVAL OF MINUTES

Mike moved that the minutes of the January 29, 2019 regular meeting and February 14, 2019 special meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Leonard moved and Jeanne seconded to approve the February Statement of Expense for \$44,420.08. The February Profit and Loss statement was approved on Patty's motion, seconded by Leonard. Both motions passed.

The P1FCU bank statement was reviewed.

LIBRARY & STAFF REPORTS

Lisa shared that she had been in touch with PERSI regarding some issues. Two employees who are retired PERSI members may have worked more hours per week than their assigned limit. More developments will be forthcoming as Lisa works things through with PERSI.

Lisa discussed inconsistencies with the formulas used to calculate vacation and sick leave totals for full-time employees. There are additional concerns about how soon annual leave can be used by newly hired employees, particularly those who have either transferred to or taken an additional position within the district. Lisa and Michael will present proposed changes to the Personnel Policy at the March meeting.

Jeanne asked whether local author, Kerstin Koepf's, self-published eBooks could be purchased for the library. Michael will investigate OverDrive and send Jeanne a response. With permission from the author, a backup alternative may be to purchase several copies and have them on our branch Kindles for patrons to access.

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

UNFINISHED BUSINESS

Audit – The final version of the 2017-2018 audit by Presnell & Gage was reviewed. The auditor's recommendation that additional employees be assigned to accounting tasks was noted. Lisa will be giving Michael more training on the district's financial processes in the coming months. Maria Wren from Presnell & Gage should be able to make the March 26 meeting to answer any remaining questions or concerns.

Extending location hours – Hours have been extended at 7 branches. In some instances, this has prompted a revised daily schedule. The branches will monitor patron feedback to the changes. If we find there is a better way to meet each community's needs, we will consider adjustments. There have been preliminary talks about having Lapwai open on a Friday using a budget-neutral approach.

Staffing updates – TJ Breeze, Craigmont Branch Manager, started her new Kamiah Branch Assistant position on February 19. Terra Baldus, Nezperce Branch Substitute, accepted the Nezperce Branch Manager role and started on February 20. Doreen Schmidt, Peck Branch Manager, accepted the Craigmont Branch Manager role in addition to her position at Peck. She started at Craigmont on February 25.

E-Rate FY 2019-2020 – The district has continued the E-Rate process for the 2019-2020 funding year with FCC Form 471 being submitted on February 25. This form is used to determine the level of funding for the year.

May trustee elections – This was an opportunity for any follow-up questions or assistance regarding the application forms for the May election. The forms are due back to their respective counties on March 17.

NEW BUSINESS

Library policy review: Code of Conduct Policy – The board reviewed the suggested edits outlined by Michael for the policy. No further changes were made. Leonard moved to accept the policy; Jeanne seconded. Motion passed. The policy will be posted on the library website's "About PRLD" page.

Director request – Michael requested one day as vacation leave in April. As this is outside of the parameters of the Personnel Policy, in which employees may not take any vacation leave during the first year of employment, the board voted on the matter. Mike moved that Michael be able to use vacation leave for the specified date; Leonard seconded. Motion passed.

ICfL Trustee Connections – Jan recommended the May 4 ICfL Trustee Connections workshop in Moscow as a training opportunity for board members. Tentative plans were made to send a group.

Pacific Northwest Library Association 2019 Conference – Lisa suggested that the PNLA conference from August 7-9 in Spokane as being another opportunity for board members and library staff to attend given its close proximity this year.

NEXT MEETING Tuesday, March 26, 2019, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 10:40 AM

Respectfully submitted,
Michael Priest, Clerk of the Board