

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
January 26, 2021

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The meeting was called to order at 9:50 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 Doreen Schmidt and board clerk Lisa Puckett. This meeting was conducted on site at the Lapwai Community Library/District Office with most attendees connecting via conference call.

RECOGNITION OF VISITORS – none.

## REVIEW

- Agenda – No additions were made
- Correspondence –
  - Donation letter from Robert Linkhart
  - Letter from Patty Weeks Nez Perce County clerk with election forms for upcoming May 2021 election.
- Valnet meeting –PayPal for collection of library fees over \$5 will roll out Feb.1, 2021. Lisa will be part of the budget committee that will begin calculating the 2021-22 Valnet fees for member libraries.
- Interim Director’s report – 2020 State report has been submitted. Summer reading materials have been ordered for branches. Lisa has entered a no cost agreement with Better World Books to ship most of our weeded books to them. Books are resold and funds are used to continue the BWB program and support literacy programs. CARES mini-grant laptops have been delivered to branches for patron check out. Nez Perce Tribe ERWM Air Quality Program would like to develop a partnership with PRLD libraries to install air quality monitors that would supply real time air quality information through a dedicated website. FM transmitter was purchased to allow staff to broadcast programs such as drive-in story times. A one-year subscription was purchased for the Ryan Dowd Homeless Library Training

## APPROVAL OF MINUTES

Mike moved that the minutes of the November 24, 2020 meeting be approved; Leonard seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Patty seconded to approve the December 2020 Statement of Expense in the amount of \$44,167.96.

Motion passed

The Profit and Loss statement for December 2020 was approved on Patty’s motion, seconded by Leonard. Motion passed.

Mike moved and Leonard seconded to approve the January 2021 Statement of Expense in the amount of \$37,106.03. Motion passed.

The Profit and Loss statement for January 2021 was approved on Patty’s motion, seconded by Leonard. Motion passed.

The P1FCU bank statements for November and December were reviewed.

Savings certificate number 55052 on deposit at P1FCU matures on January 28, 2021. Lisa will contact the CU regarding current rates and terms. Rollover of fund is at her discretion.

## LIBRARY & STAFF REPORTS

All eight branches shared news of their activities the past two months. Printed copies of the reports were sent to trustees.

Branch news highlights include: All branches are observing Soup and Slow Cooker month in January with displays, Facebook posts, recipes and take-home soup kits. Kamiah & Nezperce branches have each received \$3000 Libraries Transforming Communities grants from ALA. After completing community conversation facilitation training meetings will be held in each community to decide how the funds will be spent. Story walks have been displayed in Culdesac, Nezperce and Winchester. A nice write up about the Culdesac story walk was printed in the Lewiston Tribune. Branch staff continue to reach patrons with fun and informative programs in spite of Covid restrictions.

## UNFINISHED BUSINESS

PRLD/Culdesac School library partnership – Culdesac branch manager, Lynda Crow, has begun spending Thursdays presenting programs, signing students up for library cards and checking out materials at the Culdesac School library. Teachers, students and school principal are all excited to have Lynda there to enrich their teaching. PRLD will cover the cost of Lynda's wages for the 7.5 hours she is at the school library. She will have the Culdesac branch open on Thursdays from 3:30-5:30 PM. Jeanne asked if we could track check out statistics at the school. Lisa will look into reports that can show Culdesac School checkout statistics before and after Lynda's work with the school.

## NEW BUSINESS

May 2021 elections: Both Jan and Leonard's term expire this year. Jan will be filing for re-election. Leonard announced that due to recent health developments he will not be seeking another term. Discussion followed regarding searching for potential candidates to fill his position. Filing deadline for Petitions of Candidacy is March 19, 2021.

Review and update Library policy: Wi-fi Hotspot Checkout Policy – Trustees reviewed the printed copy of the proposed policy updates to include requirements for new card holders to establish a good borrowing record before checking out hotspots. Additionally, the library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. Jeanne moved to adopt the updated policy as written, seconded by Leonard. Motion passed.

Review and update Library policy: Laptop Computer Checkout Policy – Trustees reviewed the printed copy of the proposed policy updates to include requirements for new card holders to establish a good borrowing record before checking out laptop computers. Additionally, the library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. Patty moved to adopt the updated policy as written, seconded by Leonard. Motion passed.

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

ADJOURNMENT Meeting adjourned at 11:20 AM

Respectfully submitted,  
Lisa Puckett, Clerk of the Board

Approved: February 23, 2021