

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
January 28, 2020

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The meeting was called to order at 9:30 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Patty Kries, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board Clerk Michael Priest.

RECOGNITION OF VISITORS – Maria Wren, Presnell Gage Accounting and Consulting.

## REVIEW

- Agenda – “Audit” was added under Financial Reports and “Wi-Fi Hotspots” was added under Unfinished Business.
- Correspondence – A letter from Stephanie Bailey-White, Idaho State Librarian, following her visit to Lapwai Library in November was shared.
- Valnet meeting – Valnet’s contracted courier MLS ceased all Idaho operations in December without appropriate notice. An emergency 3-month contract to obtain the services of drivers John Abitz and Scott Seibert independently was signed on December 19. The contract and services are under review while an extension is considered.

## APPROVAL OF MINUTES

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

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Audit – Maria Wren walked trustees through Presnell Gage’s 2018-2019 financial audit of the district.

Patty moved and Leonard seconded to approve December’s Statement of Expense in the amount of \$55,775.85. The Profit and Loss statement for December was approved on Patty’s motion, seconded by Leonard. Both motions passed.

Jeanne moved and Leonard seconded to approve January’s Statement of Expense in the amount of \$45,961.85. The Profit and Loss statement for January was approved on Patty’s motion, seconded by Leonard. Both motions passed.

The P1FCU bank statements for December and January were reviewed.

## STATISTICAL REPORTS

Statistics from the first quarter of FY 2019-20 (October-December) were briefly reviewed. The district experienced an increase over the same quarter the previous fiscal year in most major statistical categories – visits, circulation, programming, and computer and Wi-Fi use.

## 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 “Made by Me at PRLD” activities have been rotating around those branches that are participating in the program. Each activity allows patrons to make a particular item, such as lip balm, in the library at their own pace by following instructions. Feedback from patrons has been positive.

Kamiah Library has signed a memorandum of understanding with the Kamiah School District to increase collaborative programming.

Money was found to be missing from the Nezperce Library cashbox by Branch Manager Terra Baldus. A report has been filed with the Lewis County Sheriff's Office.

#### UNFINISHED BUSINESS

Wi-Fi Hotspots – Lisa shared that two of the circulating hotspots were currently long overdue. An effort has been made to reach out to those patrons who have them checked out. Inland Cellular has also been informed in order to have the hotspots deactivated and to see whether replacements are available in the event that they are still not returned. Inland Cellular had not yet given an answer on whether replacements would be free of charge, as the original 10 hotspots acquired by the district were, or priced at their retail value of \$180. Guidance was sought from the board about how to manage the situation. The board recommended that the district introduce a form to be filled out and signed by patrons when checking out hotspots. The form would detail the possible need for the district to pursue assistance from law enforcement to ensure hotspots are returned. The board additionally decided that the district should purchase replacement hotspots at their retail value, if required.

Staff evaluations – Michael presented final evaluation forms for the all district positions with adjustments suggested at the November meeting. The board agreed that the 12-month evaluation period should roughly span the third quarter of the current fiscal year through the second quarter of the next fiscal year (April 1-March 31). Michael will meet with staff over the coming months in preparation.

Kindergarten Readiness Kits – The kits for which the district received a \$7,500 grant from Idaho Commission for Libraries are nearing completion. The objective is to have them ready for patron check out by the end of February.

#### NEW BUSINESS

Federal mileage rate change – The federal mileage rate increased from 54.5 cents to 58 cents in 2019. The district's Personnel Policy Manual states that the mileage rate is set by the Board of Trustees and typically follows the federal rate. Mike moved that the district increase its mileage reimbursement rate from 54.5 cents to 58 cents and also update the Personnel Policy Manual to state that the district's rate shall be indexed to federal rate; Leonard seconded. Motion passed.

Library policy review: Circulation Policy – The trustees reviewed the policy in lead up to the district going fine free for all patrons on February 1. All instances of late return fines within the policy were updated. Jeanne moved to accept the updated Circulation Policy; Mike seconded. Motion passed. The policy will be posted on the district website's "About PRLD" page.

NEXT MEETING Tuesday, February 25, 2020, 9:30 AM at Lapwai Community Library/District Office

ADJOURNMENT Meeting adjourned at 11:45 AM

Respectfully submitted,  
Michael Priest, Clerk of the Board

Approved: February 25, 2020