

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
January 29, 2019

The meeting was called to order at 9:32 AM by board Chair Jan Grueter. Also in attendance were board members Patty Kries, Mike Wasko, Jeanne Wasko and Leonard Van Dyke, library staff members Claudia Jones and Lisa Puckett, and board clerk Michael Priest.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – A resignation letter from Jenny Grobey, Nezperce Branch Manager, was presented. The library received a donation in remembrance of former board member Karol Hoisington from a relative. Claudia sent a letter of appreciation to the family.
- Valnet meeting – Valnet are soon to launch the upgraded online public access catalog [OPAC]. It has a new look, incorporating the new Valnet logo and colors, and provides smoother functionality. Valnet cancelled the Freegal Music subscription on January 12. Hoopla, which contains downloadable content in a range of formats, and Kanopy, a video streaming service, are being considered as replacements.

APPROVAL OF MINUTES

Jeanne moved that minutes of the November 27, 2018 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Mike seconded to approve the December Statement of Expense for \$64,813.96 and the January Statement of Expense for \$54,793.45. The December and January Profit and Loss statements were approved on Patty's motion, seconded by Leonard. Both motions passed.

The P1FCU bank statement was reviewed.

LIBRARY & STAFF REPORTS

Quarterly stats on circulation, new borrowers, OverDrive, computer and wi-fi use were briefly reviewed. Jeanne noted the wide-ranging levels of usage among locations and there was some discussion related to the differences between the branches and the communities they serve.

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

UNFINISHED BUSINESS

Interim director review – Patty moved for Claudia to return fully to her 20-hour per week Collection Development Librarian role, effective January 30; Mike seconded. Motion passed. The board thanked Claudia for her service as Interim Director since October.

New patron and staff computers and server – Patron PCs and laptops and staff PCs have been installed at all locations. A final transfer of files has been made from the old server to the new.

Van enclosure update – Work was completed by Knox Concrete and Carpenter Fencing on December 7.

Audit – Maria Wren from Presnell & Gage will be available to present the final FY 2017-2018 audit at the February 26 board meeting.

Extending location hours – Michael presented recommendations for extending hours at each branch aside from Lapwai. The extensions will be small in scale for the most part, representing an incremental step. The new hours would also fit into a tiered system based on the size of the community and library use. The board agreed to have Michael begin exploring the possibility with Branch Managers and the individual cities.

E-Rate 120-day extensions for CenturyLink and Frontier refunds – The expected FY 2017-2018 refund from CenturyLink will be direct deposited to the district account with P1FCU in the near future. The refund from Frontier has been applied as a credit in recent bills.

NEW BUSINESS

2019 goals – Michael presented to the board the goals he shared at the December staff meeting, which were the following:

- Expand branch hours to improve patron access to services.
- Redesign the website as the 24/7 digital branch.
- Explore automated options (i.e. catalog computers, self-checks) to improve patron experience.
- Better support programming ideas for all age groups at branch level and system-wide.
- Improve and standardize marketing of the library through a variety of promotional mediums.

Monthly branch visits/collection development – Michael will begin visiting branches on a bi-monthly rotation. The visit will have two objectives. First is that it will be an opportunity to catch up with the Branch Managers on developments and any training. Second is that the time will be used to assess branch collections and impart collection development philosophy and techniques.

2018 State Library Report – The board briefly reviewed the report, which was submitted to the State Library on January 2.

E-Rate FY 2019-2020 – The district has begun the E-Rate process for the new funding year with FCC Form 470 being submitted on December 27. After a competitive bidding process, contracts were awarded to the district's current internet and Sonic Wall providers, Nez Perce Tribe Information Systems and First Step Internet. Contracts for FY 2019-2020 have been drafted.

Staffing updates – TJ Breeze, Craigmont Branch Manager, has accepted the Kamiah Branch Assistant position. Her start date at Kamiah is yet to be determined. As mentioned above, Jenny Grobey, Nezperce Branch Manager, has resigned and indicated a possible final date as being February 15. Applications for both the Craigmont and Nezperce Branch Manager positions will be open to internal candidates first of all, per district policy, with a deadline of February 6.

Library policy review: Internet Safety Policy – The board reviewed the suggested edits outlined by Michael for the policy. Leonard moved to accept the policy, pending the specified changes; Jeanne seconded. The policy will be posted on the library website once edited.

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

ADJOURNMENT Meeting adjourned at 11:55 AM

Respectfully submitted,
Michael Priest, Clerk of the Board