

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
July 30, 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 and Jeanne was acting treasurer in her absence.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – Budget planning was added as the final item to the agenda.
- Correspondence – none.
- Valnet meeting – There have been changes made to the OverDrive billing procedure with the selecting libraries now paying for purchased items directly instead of via Valnet's fiscal agent, Doug Baune.

APPROVAL OF MINUTES

Leonard moved that the minutes of the June 25, 2019 meeting be approved; Mike seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Leonard moved and Jeanne seconded to approve July's Statement of Expense for \$53,983.48. The Profit and Loss statement for July was approved on Leonard's motion, seconded by Mike. Both motions passed.

The P1FCU bank statement was reviewed.

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.

UNFINISHED BUSINESS

E-Rate 2019-2020 – USAC approved Category 2 funding for the district's SonicWall in FY 2019-20. E-Rate will fund \$4,495.14 out of First Step Internet's annual fee of \$6,780.00. First Step invoices the district in June and December for the SonicWall. Since \$3,390.00 was paid in June, First Step will refund \$2,247.57 of that payment in light of the USAC funding decision. The district is yet to receive word on Category 1 funding for FY 2019-20, which covers general internet service.

Board manual, orientation, job descriptions and evaluations – The board voted to adopt; the Idaho Commission for Libraries' Trustee Manual for guidance on topics not documented in existing board-approved policy for the district, the orientation process contained within the Trustee Manual, a trustee job description and a trustee self-evaluation form. Mike moved that all four items be adopted by the Board of Trustees; Jeanne seconded. Motion passed.

NEW BUSINESS

Scholastic Teachables – The district was offered a free trial for Scholastic Teachables. The online resource contains a large range of printable materials and activities ideal for both kindergarten readiness and K-8. Staff feedback was positive, acknowledging that it would be useful not only for library programming purposes but also as a resource to parents/guardians and teachers within the district. The district subsequently purchased a one-year subscription to the resource at the discounted rate of \$900.

Mobile Wi-Fi Hotspots – The Asotin County Library and Latah County Library District have successfully introduced mobile Wi-Fi hotspots as a circulating item for patrons. After reaching out to Inland Cellular, PRLD were offered the same deal as LCD; 10 hotspots for \$299.99 per month. Each branch would receive a hotspot to circulate while two would be kept as a staff resource for outreach programming and events. The intention is for the district to order the hotspots now and include their annual fee in the upcoming FY 2019-2020 budget.

Switching to VoIP phone service at Lapwai – The district has additionally discussed a VoIP phone service with Inland Cellular. VoIP allows for greater functionality and the monthly rate per line is currently priced lower than the district's landline phone service. The district plans to try VoIP out at Lapwai to start and, dependent on its performance, potentially expand to the other branches in FY 2019-2020.

Library policy review: Child Safety Policy & Confidentiality Policy – As requested at the June meeting, Michael sought feedback from the legal counsel team at the Idaho Counties Risk Management Program (ICRMP) about the Child Safety Policy. A better definition of what constitutes a children's area was added based on their suggestion. The board then reviewed the new Confidentiality Policy that covers the district's requirement to safeguard patron privacy. Mike moved to accept the Child Safety Policy and the Confidentiality Policy; Jeanne seconded. Motion passed. Both policies will be posted on the district website's "About PRLD" page.

Budget planning: A planning session was held to discuss FY 2019-20 budget proposals in preparation for the public hearing on August 27 at 9:30 AM.

[NEXT MEETING](#) Tuesday, August 27, 2019 at the Lapwai Community Library, immediately following the 9:30 AM public hearings on the FY 2019-2020 budget and intent to use forgone amount.

[ADJOURNMENT](#) Meeting adjourned at 11:00 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: August 27, 2019