

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
June 25, 2019

The meeting was called to order at 9:28 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 Lisa Puckett, and board clerk Michael Priest.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- Valnet meeting – There is an at-large vacancy on the Valnet Board of Directors that is hoped will be filled by a representative from a school library. Chris Sokol, board chair, is reaching out to members.

APPROVAL OF MINUTES

Leonard moved that the minutes of the May 28, 2019 meeting be approved; Patty seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Jeanne seconded to approve June's Statement of Expense for \$44,028.07. The Profit and Loss statement for June was approved on Jeanne's motion, seconded by Leonard. 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

Craigmont internet setup – A solution for providing internet to the new building was achieved by placing equipment on the roof of Berry's Grocery with a short cable run to the library. An agreement was signed between Berry's and the district to confirm the arrangement. A formal MOU between Berry's, the City of Craigmont and the district has been drafted. It took several visits from First Step Internet to get the work done. The district had only received an invoice for one visit at the time of the meeting, but the total should come in under the \$2,000 approved at the May meeting.

Board manual, orientation, job descriptions and evaluations – Michael suggested the board adopt the Idaho Trustee Manual from ICfL and the orientation process document within. He will draft a "cover page" that states that the manual shall be referred to for items that fall outside of previously adopted board policy, and also indicate the chapters and sections most relevant to the district. Michael presented a trustee job description and evaluation. Several changes and additions were recommended by board members. All items were tabled until the July meeting so that Michael can work on edits.

Strategic Plan – Michael presented initial major long- and short-term goals for the district for 2020-2022. During discussion, the board suggested additional goals and strategies. The next step is for staff to contribute at the October meeting.

Library Signs – Due to high costs for installation, only the signs were ordered through Fast Signs. Branch staff contacted their city halls to see if city maintenance teams could perform the installation and received a positive response. Once the signs are ready, they will be routed to the branches for city maintenance

NEW BUSINESS

Budget planning and meeting preparation – Michael presented some initial drafts for the annual budget in preparation for the July 30 budget meeting. The main points for discussion were proposed increases to the materials and technology equipment lines.

Library policy review: Child Safety Policy & Circulation Policy – Michael sought feedback from staff on the board's proposed age guidelines for child supervision within the Child Safety Policy from the May meeting. Michael reported that staff agreed with what was proposed. The board decided that checking in with ICRMP would be pertinent before the policy's approval. The board then reviewed the new Circulation Policy that provides an overview of the district's circulation rules. Jeanne moved to accept the Circulation Policy; Leonard seconded. Motion passed. The policy will be posted on the library website "About PRLD" page.

NEXT MEETING Tuesday, July 30, 2019 at the Lapwai Library, immediately following the 9:30 AM budget meeting.

ADJOURNMENT Meeting adjourned at 11:00 AM

Respectfully submitted,
Michael Priest, Clerk of the Board