

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
June 30, 2020

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. This meeting was conducted via conference call.

RECOGNITION OF VISITORS – None.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- Valnet meeting – Each Valnet member is continuing to re-opening to their own timeline while coordinating with the other libraries as much as possible. Pierce Public Library will officially leave Valnet on June 30. The Valnet Board of Directors voted to end its subscription to the Kanopy streaming service due to low usage. Latah County Library District elected to continue with Kanopy on its own.

APPROVAL OF MINUTES

Patty moved that the minutes of the May 26, 2020 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Leonard seconded to approve June's Statement of Expense in the amount of \$53,496.48. The Profit and Loss statement for June was approved on Patty's motion, seconded by Leonard. Both motions passed. As was done in previous months, Lisa will again sign the checks for June in the interest of practicing social distancing.

The P1FCU bank statement for June was reviewed.

LIBRARY & STAFF REPORTS

Most branches supplied additional information on recent and upcoming news and events. Branches have started up their Summer Reading Program under the Imagine Your Story theme with activity logs and take-home kits. The response has been positive, although patrons have passed along that they miss the chance to do it in person as well as the range of programs that are usually offered. The district has set up a YouTube channel to post its digital programming output such as story times and crafts. Kamiah, Kooskia and Lapwai are producing videos weekly.

UNFINISHED BUSINESS

City of Kamiah contract and MOU – Jeanne, Mike and Michael met with Mayor Betty Heather and City Attorney Dan Chadwick on June 25 to discuss the new building contract. It was agreed that the electricity bill and air filters be designated a responsibility of the City, as is the arrangement under the current contract. The district and/or Friends of the Library group would take on responsibility for carpet cleaning. The City had remaining questions about the district's liability in the event of an accident that lead to building damage or personal injury to a library patron. Michael contacted Idaho Counties Risk Management Program (ICRMP) after the meeting to gain more clarity. ICRMP confirmed the district's policy would cover both instances, which should be a satisfactory answer to the City. Mike moved a request that Dan Chadwick update the draft contract to reflect the consensus reached at the June 25 meeting; Leonard seconded. Motion passed.

COVID-19 and staffing measures – Due to the branches gradually reopening, Michael shared that the majority of staff are reaching their regularly scheduled hours. This was particularly evident during the last the final week of the pay period (June 15-21), which coincided with offering patrons limited access at branches. Jeanne moved and Leonard seconded to return to the pre-COVID-19 payroll and timesheet process. Motion passed.

PRLD re-opening plan – The district is currently offering a mix of curbside pickup hours and limited access for browsing at each location. All PRLD books, DVDs, audiobook CDs, Wi-Fi hotspots, and a selection of Kindergarten Readiness Kits, are available to patrons to check out or order. The district is taking returns for all Valnet items and the courier is doing delivery between branches two to three times a week. Limited computer use is offered to walk-in patrons and/or by appointment. The trustees discussed making some amendments to the reopening plan. They noted the inconsistency in service hours among branches and indicated that the branches should work on adding or readjusting hours. Guidelines decided upon were 3-4 days per week for Craigmont, Culdesac, Nezperce and Winchester, and 4-5 days per week for Kamiah, Kooskia and Lapwai. Peck should remain open 2 days per week. The goal for branches would be to better sync their current hours with their regular schedules. Limited access should be run at least 50% of total hours open. The trustees would prefer that limited access was not run by appointment but accept that accommodations may need to be made as situations develop. Each community will continue to be closely monitored and services may be taken back a phase or the branch closed if necessary, at the discretion of the director. All recommendations and/or orders from government officials on the local, county, or state level will be followed. Mike moved for the district to accept the guidelines above; Leonard seconded. Motion passed.

NEW BUSINESS

Budget workshop preparation – Michael presented a couple of budget proposals in preparation for the July 28 workshop. The trustees also went through each line of the budget as a refresher.

NEXT MEETING Tuesday, July 28, 2020, immediately following the 9:30 AM budget workshop at Lapwai Community Library/District Office, 103 N. Main Street, Lapwai.

ADJOURNMENT Meeting adjourned at 11:10 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: July 28, 2020