

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
March 21, 2022

The meeting was called to order at 9:30 AM by Board Chair Mike Wasko. Also, in attendance were board members Dawn Stryhas, Jeanne Wasko, Lori Williams, incoming director Ellamae Burnell and board clerk Lisa Puckett. Angela Sondenaa joined the meeting via zoom remote connection. This meeting was conducted on site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS – None present

REVIEW

- Agenda –No additions or changes
- Correspondence – None
- Valnet meeting – Directors reviewed various budget proposals presented by the budget committee. The choice has been pared down to two. One option would add additional fund for an authority cleanup of the Valnet catalog. The last cleanup was done in 2012. The second option would fund authority cleanup and purchase an additional \$3,000 worth of database offerings for patrons. Option one would raise our annual fees by 1.3% or \$340. Option two would raise the fees by 2.6% or \$725 annually.
- Director's report –E-rate applications have been submitted. Deadline is March 22. PRLD received a Public Records Request recently. The request has been complied with. Going forward the district needs to have a PRR policy specific to our district. Ellamae has drafted a suggested policy for review. Craigmont branch manager has notified Lisa due to a change with her daycare provider she may need to leave the position. Ideas are being considered that may allow her to continue as branch manager with a second part time person. With the recent increase in materials challenges and the HB 666 legislation that was recently proposed it became apparent that PRLD needs to incorporate a materials reconsideration clause and process into the Collection Development policy to address possible materials challenges. Ellamae and Lisa will work on drafting changes and a materials challenge form.

APPROVAL OF MINUTES

Jeanne moved the minutes of the February 22, 2022 regular and executive meetings be approved; Lori seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Due to the March meeting being re-scheduled for an earlier date the March financial statements are not yet prepared. They will be presented at the April meeting.

LIBRARY & STAFF REPORTS

Branch News: Printed copies of the reports were sent to trustees.
Branch news highlights include:

Craigmont: Programs that were restarted in February are continuing. The Friends group now meets on the third Friday of the month at the library. Rebecca has proposed creating some Teen kits, similar to the Kindergarten Readiness Kits, that could be checked out by teens and adults. She has proposed several good ideas. PRLD will purchase the materials to create three of the kits for testing at the Craigmont Library. If they are well received additional kits may be created. Older kits will be shared to other branches.

Culdesac: An Outdoor Gardening workshop is scheduled for March 28th in cooperation with the UI Cooperative Extension System. Lynda and Julie attended the ICfL Reading Rendezvous in Boise on March 16-17.

Kamiah: Teen Connections Kits from ICfL have been shared with the Upriver Youth Leadership Council. Last Little Free Library will be installed near the Kamiah Clinic. Seventy-three puzzles have been purchased with the Helen Wilkins memorial donations. Patrons may borrow a puzzle to build at home then return it to the library.

Lapwai: Friday STEM programs continues to draw patrons. The Kids Who Code program has not been as active as hoped. Julie plans to do more promotion of the program. Julie and Lynda returned from the ICfL Reading Rendezvous with new ideas about the importance of having activities for the kids to do in the library that can assist with developing their reading and math skills.

Nezperce: A meet the new librarian open house was held on March 4 with 58 patrons visiting that day. Plans are underway to launch a Wiggles and Giggles time for preschoolers. Plans are in development for a lunchtime Let's Talk About It Virtual Encore 2022 program beginning April 7th.

Peck: Women's History month lessons have been included in the March programs. Programming ideas being considered include re-starting the Coffee, Cookies and Conversation hour, creating of a new gardening group, summer reading programs featuring guest presenters.

Winchester: Winchester and Craigmont libraries are working together to host a stuffed animal sleepover for the area youth. The stuffed animals will be staged for pictures of the overnight activities in the libraries. The pictures will be used to present a follow up program about appropriate library behavior.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Still waiting for the van to begin production. Dynamic Designs has been asked to design and install a vinyl wrap for the van. Two preliminary plans have been submitted. Trustees and staff were all emailed the plans. Lisa has received feedback from staff and trustees that will be shared to the designer. Revised plans will be sent out again for additional feedback. An awning for the van has been ordered from Lewiston RV for installation after the van has been outfitted and wrapped. NWK has advised that they will begin work as soon as possible after the van is delivered however, their schedule is filling up and they are experiencing worker shortages. Originally it was anticipated that it would be a 6-8 process to outfit the van but the time could now stretch out to 10-12 weeks. Angela suggested that we check with ICfL to find out if there is a possibility of No Cost Time Extension for the grant. Lisa will check with the ICfL contact person.

Library signage information/discussion: Lori reported that she spoke with someone at ITD about the possibility of installing Library directional/information signs on the highways. They do not install those types of signs nor are they allowed on the State Highway right of way. They suggested she contact individual communities about having signs installed on city roads. She checked with a local sign maker about cost for a two-color metal sign similar in size to parking zone signs. Price would be approximately \$250 per sign. Pricing does not include installation. Lori will pursue the idea with the library communities.

Code of Conduct policy review - Current policy and letter to parent/guardians was reviewed. Suggestions for changes were made. Lisa and Ellamae will work on incorporating the suggested changes and creating an additional letter for use with adult violators. Drafts will be presented at the next board meeting.

Collection Development Policy Review - The discussion was tabled until next meeting. Lisa and Ellamae will draft a new section to be added regarding materials challenges and reconsideration along with a proposed form.

Public Records Request proposed policy - Ellamae presented a draft Public Records Request policy and suggested forms. Suggested changes will be incorporated for review at the next board meeting.

Staffing Review-continued: Trustees continued the review of current staffing at branches from prior month's meeting. The February 22, decision to cap branch assistants' weekly hours effective March 1 was reconsidered to allow more time for notification of affected staff. Jeanne moved to revise the effective date from March 1, 2022 to the beginning of the May pay period that starts on April 18, 2022. Motion seconded by Lori. Passed on a unanimous vote. The director will notify affected branch managers and staff by email with follow up memos to staff that will have a reduction in scheduled hours and benefits. A motion was made by Lori to dissolve the current Marketing Coordinator position and transfer marketing duties to the district director effective May 16, 2022. Motion seconded by Jeanne. Following discussion of the value of returning the marketing duties to a headquarters level staff member the motion passed on a unanimous vote. Director will send notification to affected staff about of change of duties, scheduled hours and benefits.

At 12:45 pm, Jeanne moved and Dawn seconded a motion to convene an executive session pursuant to Idaho Code 74-206(1)(b) to discuss a district personnel matter. Motion passed on a roll call vote:
Angela – Y, Dawn – Y, Lori – Y, Jeanne – Y, Mike – Y.

Jeanne moved to adjourn the executive session at 1:22 p.m. Lori seconded. Motion passed on a roll call vote: Angela – Y, Dawn – Y, Lori – Y, Jeanne – Y, Mike – Y.

NEXT REGULAR MEETING Next regular meeting is scheduled for Tuesday, April 26, 2022 at 9:30 AM in Library Headquarters in Lapwai.

ADJOURNMENT Meeting adjourned at 1:30 PM.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: April 27, 2022