

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
March 26, 2019

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The meeting was called to order at 9:30 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 – Maria Wren from Presnell Gage, PLLC

## REVIEW

- Agenda – no changes.
- Correspondence – Lisa shared that no action had been taken at this time by PERSI in relation to the retired members who were found to be working more hours per week than their assigned limit. A PERSI representative added that since it was not a string of 10 consecutive weeks over the limit, penalties may be avoided.
- Valnet meeting – Valnet have received a quote from Kanopy but discussions on details of the service are ongoing. As Valnet is a consortium of both public and school libraries, there have been several additional components to factor in. In-person meetings proved difficult to schedule during the recent snowfalls. As a solution, Valnet has subscribed to Zoom to enhance the opportunity for staff to do video-conferencing. Valnet is exploring credit and debit card payment options both online and at the library. The 2019-2020 budget process for Valnet will be conducted over the next few months.

## APPROVAL OF MINUTES

Jeanne moved that the minutes of the February 26, 2019 meeting be approved; Leonard seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Patty seconded to approve the March Statement of Expense for \$45,763.17. The March Profit and Loss statement was approved on Mike'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. Some branches supplied additional information on recent and upcoming events.

There have been a few developments regarding Craigmont's move to a new location. The City of Craigmont's attorney has completed a review of the MOU for the remodel of the building. The Friends of the Library group are inviting quotes from local contractors for the project. The district is arranging for First Step Internet to visit and assess the site.

## UNFINISHED BUSINESS

Audit – Maria Wren walked the board through Presnell Gage's 2017-2018 audit of the district.

Extending location hours – Lapwai will be open on Fridays from 10:00am to 6:00pm starting May 31. Some staff will alter their schedules to accommodate the change, making it budget-neutral.

## NEW BUSINESS

Budget hearing – The budget hearing was set for Tuesday, August 27 at 9:30am. Michael will pass this information along to Idaho, Lewis and Nez Perce counties before the April 30 deadline.

Wi-Fi – Michael presented several incidents related to the district's 24/7 Wi-Fi access, specifically at Lapwai and Kamiah. Several law enforcement officers and members of the public have shared with library staff that they believe the Wi-Fi is encouraging unwanted behavior near the buildings at night. The situation will continue to be monitored with additional steps being taken if warranted.

Personnel Policy proposal: Vacation, Sick & Holidays – Lisa presented proposed updates to the district's Personnel Policy for vacation and sick leave. The formulas for vacation and sick leave accrual were modified to a pro-rated system according to actual hours worked. Staff would be able to use vacation leave after 6 months of continuous employment instead of 12. Holidays were discussed when drafting the proposal but no changes were included. Mike moved to accept the updated Personnel Policy; Leonard seconded. Motion passed.

Library policy review: Collection Development Policy – The board reviewed the suggested edits by Michael for the policy. No further changes were made. Jeanne moved to accept the updated policy; Patty seconded. Motion passed. The policy will be posted on the library website "About PRLD" page.

Director review – At 10:45 AM, Mike moved and Patty seconded to go into executive session pursuant to Idaho Code 74-206(1)(b) to discuss the evaluation of a district employee. Motion passed. Jan moved and Leonard seconded to exit the executive session at 11:15 AM. Motion passed. Three additional goals were set for Michael in 2019; evaluate and develop solutions that address the impact of Holiday closures on services, design a monthly calendar for trustees that includes key events, continue updating district staff and volunteer job descriptions. Jan moved that Michael's salary be increased to \$63,440, effective April 22; Mike seconded. Motion passed.

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

ADJOURNMENT Meeting adjourned at 11:35 AM

Respectfully submitted,  
Michael Priest, Clerk of the Board