

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
March 30, 2021

The meeting was called to order at 9:40 AM by Board Chair Jan Grueter. Also, in attendance were board members Patty Kries, Mike Wasko, Jeanne Wasko and Leonard Van Dyke and board clerk Lisa Puckett. This meeting was conducted on site at the Lapwai Community Library/District Office with most attendees connecting via conference call.

RECOGNITION OF VISITORS – Dawn Stryhas, Kooskia Friends of the Library member, Terra Baldus, PRLD staff member

REVIEW

- Agenda – Add discussion of reopening plan for post Covid 19.
- Correspondence – none
- Valnet meeting –Novelist Select has been added to the Valnet catalog. Budget for FY 21-22 has been approved. PRLD's annual fee will remain at \$22,660.00.
- Interim Director's report –
 - Lewiston City Library Director, Lynn Johnson has contacted Lisa about partnering to share a booth at the Nez Perce County Fair in September. Lynn will be putting in an application for the booth.
 - Virtual Regional ILA Conference will be held on April 16th. Any staff or trustees interested in attending are asked to notify Lisa to be registered.

APPROVAL OF MINUTES

Jeanne moved that the minutes of the February 23, 2021 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Leonard moved and Mike seconded to approve the March 2021 Statement of Expense in the amount of \$49,155.04. Motion passed

The Profit and Loss statement for March 2021 was approved on Mike's motion, seconded by Patty. Motion passed.

The P1FCU bank statement for February 2021 was reviewed.

Lisa reported that she had researched the Local Government Investment Pool (LGIP) and found that return rates were extremely low right now. She also noted that there is no government backed insurance against loss. The advantage of being able to have funds available on demand is outweighed by the disadvantages at this time. The topic may be revisited at a later date.

LIBRARY & STAFF REPORTS

All eight branches shared news of their recent activities. Printed copies of the reports were sent to trustees. Branch news highlights include: Nezperce branch manager held two community conversations via zoom to brainstorm ways to spend a \$3,000 grant from ALA. There was good attendance at both meetings and several good ideas were discussed. Follow up plans include developing toddler and baby learning kits. Camping kits for check out. After school activities along with family activities will be planned. Kamiah & Kooskia branches have both been awarded \$500 Summer STEM grants to enhance their summer programs.

UNFINISHED BUSINESS

May Elections - Filing deadlines passed. Jan Grueter is the only candidate to file. No election will be necessary this year. No one filed for election to the seat held by Leonard. His term will run out ten days after the Election date of May 18th. Trustees will need to declare a vacancy and appoint a new trustee within 60 days. Today's visitor, Dawn Stryhas, has expressed an interest in filling the seat. She will attend meetings as a guest to get acquainted with board members and learn more about the function of a trustee on the board.

NEW BUSINESS

Budget Hearing Date: Budget hearing dates must be set and reported to the county auditors' offices by April 30th. Jeanne moved and Leonard seconded to set the Budget Hearing date on August 25, 2021 at 9:30 a.m. at the district headquarters in Lapwai. The regular monthly board meeting to follow immediately after. Motion passed.

Revised & New job descriptions: Lisa presented printed copies of the following job descriptions for review and approval.

Peck Branch Manager/District Assistant
Nezperce Branch Manager/Operations Manager
Branch Aide

Patty moved and Leonard seconded a motion to accept the job descriptions as printed. Motion carried.

Reopening plan and protocols: Jeanne asked if a reopening plan or protocols have been developed yet. Trustees expressed their desire to see branch libraries returning to their pre-Covid days and hours open. Lisa reminded them that not all staff have had opportunity to be fully vaccinated. It could be mid to late May before that milestone is reached. She will begin to visit with branch staff and develop a plan for review at the next meeting.

Interim Director Appointment expiring: The six-month interim director appointment of Lisa ends on March 31st. Jeanne Wasko moved that Lisa Puckett be appointed as PRLD District Director. Leonard seconded. Motion passed on a roll call vote. Jan – Y; Patty – Y, Jeanne – Y, Mike – Y, Leonard – Y.

Executive session pursuant to Idaho Code 74-206(1)(b): At 11:00 AM, Patty moved and Mike seconded 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:

Jan – Y; Patty – Y, Jeanne – Y, Mike – Y, Leonard – Y.

Patty moved to adjourn the executive session at 11:15 AM; Leonard seconded. Motion passed on a roll call vote:

Jan – Y; Patty – Y, Jeanne – Y, Mike – Y, Leonard – Y.

NEXT MEETING Tuesday, April 27, 2021 at 9:30 AM at Library Headquarters in Lapwai and via conference call.

ADJOURNMENT Meeting adjourned at 11:18 AM

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: April 27, 2021