

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
March 31, 2020

The meeting was called to order at 9:33 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 – none.
- Correspondence – none.
- Valnet meeting – The Valnet Board of Directors finalized budget planning for FY 2020-2021 running July 1, 2020 to June 30, 2021. A 3% increase to member fees was implemented in order to meet rising vendor costs. New courier contracts for drivers John Abitz and Scott Seibert were approved. They begin March 19, 2020 and run through to June 30, 2021 in order to sync up with the budget.

APPROVAL OF MINUTES

Patty moved that the minutes of the February 25, 2020 regular meeting and March 16, 2020 emergency meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Leonard moved and Jeanne seconded to approve March's Statement of Expense in the amount of \$55,363.46. The Profit and Loss statement for March was approved on Leonard's motion, seconded by Patty. Both motions passed. It was agreed that Lisa would sign the checks for March in the interest of practicing social distancing.

The P1FCU bank statement for March was reviewed.

LIBRARY & STAFF REPORTS

Little news was shared given the limited services and eventual library closures during March due to the COVID-19 outbreak. Michael gave examples of what staff have been doing at the library (cleaning, rearrangements, redecorating, etc.) and at home (remote tasks, branch social media updates, training, etc.).

UNFINISHED BUSINESS

City of Kamiah contract and MOU – Patty and Michael met with Mayor Betty Heater and Councilman Stephen Rowe. City Attorney Dan Chadwick joined the meeting on the phone. After discussion on the breakdown of responsibilities within the current contract and MOU, Mayor Heater asked that the district pay for part or all of the Kamiah Library's annual electricity bill. Regarding a new contract, Dan Chadwick suggested it run for a set period and include annual meetings to catch up and discuss any matters requiring attention. He said that he would draft it once a general agreement between both parties was reached. He believed an MOU would be unnecessary. Mayor Heater added that she would appoint a council member to liaise with the library to foster regular communication. The trustees discussed paying the building's annual electricity bill and decided it was something they were unlikely to take on at this time given the number of expenses at Kamiah that the district already covers. They would be interested in reviewing a new draft contract. Michael will pass their response onto the City. The item was tabled until more information was forthcoming.

NEW BUSINESS

COVID-19 and library closures – Jeanne moved that the trustees agree to the closure of all eight district branches until further notice and that re-opening will follow the recommendations of state and local leaders; Leonard seconded. Motion passed.

COVID-19 and staffing measures – Patty moved and Leonard seconded that, until further notice, district staff shall switch to working remotely from home with occasional branch visits to check on their status. Staff will additionally follow the guidelines as established by library administration during this time. Motion passed.

Budget hearing – Jeanne moved that the district's budget hearing be set for 9:30 AM on Tuesday, August 25 at Lapwai Library; Leonard seconded. Motion passed. Michael will pass this information along to Idaho, Lewis and Nez Perce counties before the April 30 deadline.

Library policy review: Pandemic Policy – The trustees reviewed the draft policy. It was tabled to allow for future edits as the current situation surrounding COVID-19 unfolds.

NEXT MEETING Tuesday, April 28, 2020, 9:30 AM via conference call

ADJOURNMENT Meeting adjourned at 10:30 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: April 28, 2020