

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
May 28, 2019

The meeting was called to order at 9:28 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 – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- Valnet meeting – Bywater Solutions recently developed an update for Koha whereby local holds may be prioritized. For example, if a PRLD patron has a hold on an item PRLD owns, that patron's hold will be prioritized over the hold of a patron from another Valnet library. The Latah County Library District is currently testing out the update for Valnet.

APPROVAL OF MINUTES

Jeanne moved that the minutes of the April 30, 2019 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Leonard moved and Patty seconded to approve May's Statement of Expense for \$48,057.71. The Profit and Loss statement for May was approved on Patty'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. Most branches supplied additional information on recent and upcoming news and events.

The new Craigmont library building project is nearing completion. Final features are expected to be installed in early June. Michael passed around photos that indicated the building layout and the progress that had been made.

UNFINISHED BUSINESS

Holiday closures – Michael presented feedback from staff on removing one or two holidays recognized by the district in an effort to cut back on the number of library closures per year. Staff were in favor of branches being open on Columbus Day and Veteran's Day. Jeanne moved that Columbus Day and Veteran's Day be removed as recognized holidays by the district and all branches be open normal hours of operation on the dates they occur; Leonard seconded. Motion passed.

Craigmont internet setup – There was no new information to share since the April 30 meeting since First Step Internet was yet to reassess the new Craigmont building. Jeanne moved to provisionally approve internet setup at Craigmont for a total not to exceed \$2,000; Patty seconded. Motion passed.

NEW BUSINESS

Board manual, orientation, job descriptions and evaluations – This discussion was focused on topics featured at the ICfL Trustee Connections training on May 4 attended by Jan, Mike, Jeanne, Leonard and Michael. The board agreed that developing a manual, orientation process, trustee job descriptions and trustee self-evaluation would be beneficial. Michael will work on drafting documents to share at future meetings.

Strategic Plan – Michael presented the district's short- and long-range goal document, dated from 2006-2014. He also provided an example of strategic plan from his prior work experience. The board decided that an updated short- and long-range goal document for a 3-year period would be sufficient. Michael will work on drafting the document.

Library signs – Lapwai's sign on the front of the building came down due to high winds in late April. The sign suffered damage and is unable to be reinstalled. The incident reminded headquarters staff that new signs all the branches is something the district might like to pursue since the current ones are now several years old. Patty moved to approve new signs for all branches for a total not to exceed \$3,000; Jeanne seconded. Motion passed.

Library policy review: Child Safety Policy – The board reviewed Michael's draft for the Child Safety Policy. Discussion lead to suggested edits regarding ages for child supervision within the library. The item was tabled until the June meeting while Michael seeks feedback from staff on the edits.

NEXT MEETING Tuesday, June 25, 2019, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 11:05 AM

Respectfully submitted,
Michael Priest, Clerk of the Board