

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
November 26, 2019

The meeting was called to order at 9:25 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board Clerk Michael Priest. Board member Patty Kries was excused.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – none.
- Correspondence – none.
- Valnet meeting – The exit process for Pierce Public Library’s withdrawal from Valnet continues with a full timeline and associated tasks now established. Withdrawal must be completed by July 1, 2020. The board of trustees from Asotin County Library and Lewiston City Library recently voted to go fine free for all patron types. Lewiston City Library specified February 1, 2020 and Asotin County Library is likely to do so on the same date.

APPROVAL OF MINUTES

Leonard moved that the minutes of the October 29, 2019 meeting be approved; Mike seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Leonard seconded to approve November’s Statement of Expense for \$56,211.89. The Profit and Loss statement for November was approved on Leonard’s motion, seconded by Jeanne. 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.

UNFINISHED BUSINESS

Fines revisited – In light of the board of trustees at Valnet partners Asotin County Library and Lewiston City Library voting to go fine free for all patron types by February 1, 2020, the decision was made for PRLD to go fine free for adult patrons on the same date. Mike moved for the district to no longer charge late return fines for adult patrons on February 1, 2020 and additionally forgive all outstanding fines on adult patron accounts; Leonard seconded. Motion passed. It was noted that replacement fees for lost or damaged items will remain in place for all patron types.

Strategic Plan – Mike moved to approve the district’s 2020-2022 Strategic Plan pending some minor grammatical changes; Jeanne seconded. The Strategic Plan will be posted on the district website’s “About PRLD” page.

NEW BUSINESS

ICRMP Policy – The trustees briefly discussed the coverage of the Idaho Counties Risk Management Program (ICRMP) public entity insurance policy that was recently renewed for FY 2019-20. The policy encompasses coverage for property, liability, automobile and theft.

Staff evaluations – The trustees reviewed a draft evaluation form for the Branch Manager position as a template. Suggestions were made for its improvement and a new draft will be presented at the January 28, 2020 meeting.

Library policy review: Volunteer Policy – The trustees additionally reviewed a policy draft that covers the district's guidelines for volunteers. Leonard moved to accept the draft of the Volunteer Policy; Jeanne seconded. Motion passed. The policy will be posted on the district website's "About PRLD" page.

NEXT MEETING Tuesday, January 28, 2020, 9:30 AM at Lapwai Community Library/District Office

ADJOURNMENT Meeting adjourned at 10:40 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: January 28, 2020