

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
November 27, 2018

The meeting was called to order at 9:31 AM by board member Mike Wasko. Also in attendance were board members Patty Kries, Jeanne Wasko and Leonard Van Dyke, library staff members Claudia Jones and Lisa Puckett, and board clerk Michael Priest. Board Chair Jan Grueter was excused.

VICE-CHAIR

A vote was held to select a Vice-Chair to fill the vacant office and run the meeting. The office was previously held by Bev Kayler until her retirement from the board in August 2018. Patty moved Mike's selection as Vice-Chair; Leonard seconded. Motion passed.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.
- VALNet meeting – next director's meeting is to be held on Thursday, November 29.

APPROVAL OF MINUTES

Patty moved that minutes of the October 30, 2018 meeting be approved; Jeanne seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Leonard seconded to approve the Statement of Expense for \$49,985.01. The Profit and Loss statement 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. Many of the branches supplied additional information on recent and upcoming events.

UNFINISHED BUSINESS

Interim director review – Claudia has been serving as interim director, handing off director tasks to Michael and giving guidance as needed. She has also continued to perform her regularly assigned collection development while working 20 hours per week. It was decided that the arrangement would be useful to retain as several important tasks approach in December and January. Jeanne moved for Claudia to remain at the interim director level and to review it again at the January meeting; Patty seconded. Motion passed.

New patron and staff computers and server – Patron PCs have been installed at Lapwai. The remaining patron and staff PCs and laptops are continuing initial set-up at Lapwai as time allows. The new server is installed and is in a testing state before the final transfer of files from the old server.

Lapwai computer desks – The desks were delivered and installed on Thursday, November 15.

Van enclosure update – Knox Concrete began work on Monday, November 26. Carpenter Fencing visited the same day to assess the site.

P1FCU change and update signers – Jeanne moved and Leonard seconded that each trustee and Lisa be added to the library district's P1FCU account as signatories; motion passed. Names of signatories are the following: Jan Grueter, Mike Wasko, Patty Kries, Jeanne Wasko, Leonard Van Dyke, Michael Priest, Lisa Puckett.

QuickBooks master administrator change – Updated to Lisa Puckett.

Audit – On-site review by Presnell & Gage was completed Thursday, November 1. Final report is expected to be ready before the end of year.

NEW BUSINESS

Employee job description updates – All employee job descriptions were recently updated. The aim was to standardize the job descriptions and have them better reflect the library district's current organizational structure. The Operations Manager, Collection Development Librarian, Cataloger and Library Page were new positions added since the last update in 2013 and required board approval. Patty moved and Jeanne seconded approving the job descriptions. Motion passed.

Library organizational chart – To accompany the updated job descriptions, a new library organization was constructed and can be viewed in Appendix 1 on the final page of the minutes.

Extending location hours – Unused funds within the library district's personnel budget could potentially be used to support the extension of hours at some locations. A range of budgetary and statistical information was presented to the board as they consider next steps.

E-Rate 120-day extensions for CenturyLink and Frontier refunds – The library district received 120-day extensions to process 2017/18 E-Rate refunds from CenturyLink and Frontier on Monday, October 22. Paperwork for Frontier is complete while CenturyLink is still in process.

Library website redesign – The board viewed the library website redesign. Jeanne and Patty suggested adding a header to the home page that better highlights the library district.

NEXT MEETING Tuesday, January 28, 2019, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 11:42 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Appendix 1: Prairie-River Library District Organizational Chart

