

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
November 30, 2021

The meeting was called to order at 9:45 AM by Board Chair Mike Wasko. Also, in attendance were board members Jeanne Wasko, Lori Williams and board clerk Lisa Puckett. Dawn Stryhas was excused due to out of area travel. This meeting was conducted on site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS –none

REVIEW

- Agenda –No additions
- Correspondence – Jennifer Grobey’s letter of resignation. She will be taking a new job out of the area.
- Valnet meeting – Directors continue to explore and discuss setting uniform checkout limits for entire consortium. The Circulation committee met and have suggested check out limits of 40 items per card. Included in the 40 items are limits on video and audio check outs of 5 per category.
Preliminary plans are being made for a Valnet wide training in the spring. Target audience would be management and supervisors. Grant funds may be sought to aid with costs. Discussion of Valnet continuing as an early adopter of Koha updates. Benefits vs. additional staff time spent dealing with problems. Early adopters get more attention and help weed out problems. In the case of Valnet we are the only consortium that is an early adopter. Issues that are unique to consortiums come to light sooner with Valnet assistance.
- Director’s report –Field work for the annual audit was conducted at Lapwai on Nov. 11th. Audit report is generally completed and presented by Presnell & Gage at the February or March board meeting.
Rebecca Lauritzen has been hired as the new Craigmont Branch Manager.
Nezperce Branch Manager position remains open. Subs continue to work together to keep the library open and running.
It is time to begin reviewing library policies. A notebook containing copies of all the current policies and some suggested sample policies from ICRMP were distributed for use during the review process. Beginning with the January, 2022 meeting 1-2 policies will be added to the agenda for review each month until all have been reviewed and updated if necessary.

APPROVAL OF MINUTES

Jeanne moved the minutes of the Oct. 26 Regular and Executive meetings and the Nov. 8th Special meeting and Executive meetings be approved; Lori seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

After review of the printed copy Lori moved and Jeanne seconded to approve the November 2021 Statement of Expense in the amount of \$70,888.89. Motion passed

The Profit and Loss statement for November 2021 was reviewed and approved on Lori’s motion, seconded by Jeanne. Motion passed.

The P1FCU bank statement for October 2021 was reviewed.

LIBRARY & STAFF REPORTS

Branch News: Printed copies of the reports were sent to trustees.
Branch news highlights include:

Culdesac: Partnered with UI Extension for several events including an apple program and a Kaya doll programs. Local group of women are meeting at the library to craft together. They are also assisting with creating take home craft kits for the branch.

Kamiah: Will be giving out Hygge-themed take home bags for all ages in December. Several patrons have needed Zoom access for court hearings. Those patrons are being accommodated in the small corner office. Staff are also making deliveries to patrons who are homebound.

Kooskia: A HS senior has been assisting with organizing the upstairs and creating take & make packets as part of a work release program. Another student's Senior Project was sponsored by the library in conjunction with the Summer Reading Program. Several patrons continue to use the curbside services.

Lapwai: Friday programs continue. STEM activities are led by Julie. Volunteer, Ruth Griffith, teaches a Kids Who Code group of 5-8 students each week. Julie, in her capacity as a Lapwai City Council member, read a book to the third graders. The book was donated by the League of Idaho Cities to teach students about local governments.

Nezperce: Library subs continue to keep the library running. Members of the Friends group are planning to assist with running story times after the holiday break. This group has aided with storytime programs for several years and are quite capable of presenting the story times.

Peck: Several new people have moved to Peck recently and have signed up for library cards. School classes continue to enjoy weekly programs at the library that include stories, STEM activities and arts & crafts. Students are gearing up for a poetry contest. Winners will be announced in February.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): The first half payment for the interior improvements for the van has been made. Northwest Kitchens has ordered most of the materials necessary for interior work. April prepared a preliminary design idea for the exterior. She plans to work up some more ideas that we can present to Gillespie Graphics to begin the van wrap process.

Review of Covid-19 Response-Reopening Plan – After a discussion regarding the lack of mask requirements at local schools and businesses Jeanne moved to remove the masking requirement for entry to the libraries and to reopen all branches for inside access by patrons during regular scheduled hours. Lori seconded the motion. Motion passed.

Trustee Vacancy: Angela Sondenna was suggested by Lisa as a possible candidate to fill the trustee vacancy. After a phone call to her office Angela joined the meeting for an interview with the trustees. Angela holds a PhD, is an avid reader, life-long learner and supports libraries and their missions. She has installed Little Free Libraries in the area. Following the interview Lori moved to appoint Angela Sondenaa to fill the open seat on the board. Jeanne seconded the motion. Motion passed.

Mike swore Angela in as the newest trustee. The term she fills runs until 2027. State Code requires that she stand for election in 2023 to fill the remainder of the term.

Nezperce & Craigmont branch manager vacancies: No new applications have been received. Craigmont position has been filled.

NEXT REGULAR MEETING Tuesday, November 30, 2021 at 9:30 AM in Library Headquarters in Lapwai.

ADJOURNMENT Meeting adjourned at 11:40 PM.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: January 24, 2022