

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
October 26, 2021

The meeting was called to order at 9:30 AM by Board Chair Mike Wasko. Also, in attendance were board members Jeanne Wasko, Dawn Stryhas, Lori Williams and board clerk Lisa Puckett. This meeting was conducted on site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS –none

REVIEW

- Agenda –Add ARSL Conference report by Dawn as item #18.
- Correspondence – None
- Valnet meeting – Directors have approved uniform check out times for items shared throughout Valnet. They are also discussing setting uniform check limits for entire consortium. Uniform overdue notices triggers and restrictions have already been accepted and are being put into place by the Systems Admin. group. Patrons with items that are overdue more than five days will have their accounts restricted until items are returned. This includes use of the OverDrive system and placing holds through the online catalog.
The 2022 ILA Conference will be held in Lewiston. A Conference Chair has not been selected yet.
An out of area service charge is being considered for all of Valnet libraries.
INLG may be dissolved.
- Director's report –Nezperce, Craigmont & Winchester have returned to in library use. Covid numbers will continue to be monitored.
A candidate for the Craigmont Branch Manager position has been interviewed. References are being checked. No decision has been made yet.
No other applications for the Nezperce position have been received. We will continue to advertise.
The annual audit by Presnell & Gage is scheduled for Nov 11th. Maria Wren will be at Lapwai that day for the onsite part of the audit. We should receive her final report by the February board meeting.
Resumes and applications have been received for the Director position to be reviewed later in the meeting during Executive Session.

APPROVAL OF MINUTES

Jeanne moved the minutes of the September 28, 2021 meeting be approved; Dawn seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

After review of the printed copy Lori moved and Jeanne seconded to approve the October 2021 Statement of Expense in the amount of \$50,085.80. Motion passed

The Profit and Loss statement for October 2021 was reviewed and approved on Dawn's motion, seconded by Lori. Motion passed.

The P1FCU bank statement for September 2021 was reviewed.

LIBRARY & STAFF REPORTS

Statistical Reports: Printed copies of the FY 2020-21, year-end statistics were presented for review. Covid continues to have an effect on the numbers of visitors to the branches. Programming statistics as reported to ICfL are down but do not reflect everything that staff are doing to stay in touch with patrons.

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

Culdesac: Storytimes and library usage at the Culdesac School has resumed. Lynda has been meeting outdoors with the classes while the weather is nice. The school library was being used for testing for the first few weeks so access was limited.

Kamiah: Curbside services continue due to the still high numbers of Covid cases in the community.

Kooskia: A successful Farmer's Market season has wrapped up for the year. Curbside services at the library continue due to the still high number of Covid cases in the community.

Lapwai: Has started a STEM Friday. Volunteer Ruth Griffin and the U of I Extension, Nez Perce Tribe educator are partnering for this program.

Nezperce: A network of substitutes continues to keep the library open while the search for a new branch manager continues. The library has reopened for in library use. Mike and Jeanne Wasko are sponsoring a prize at the Nezperce School Library for teens taking part in a state wide Teen Reading Contest.

Peck: School programs are once again being held at the library. A writing contest is being held to win an enormous Mini Mouse that was donated by a patron. A smaller bear will be given for the second-place winner.

BUSINESS

Election of Officers: The following officers were elected by unanimous votes. Mike Wasko, Chairman; Dawn Stryhas, Vice-Chairman and Jeanne Wasko, Treasurer.

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): A meeting to finalize the plans prepared by Northwest Kitchens' Designer was held via zoom. NWK will be sending a price quote based on those plans. As soon as the quote and agreement are accepted a deposit of one half of the price will be forwarded to NWK. Chris & Lisa had a virtual meeting with a sales rep for Gillespie Graphics to begin discussing plans for an exterior wrap for the van. They will meet later this week with April to begin brainstorming ideas for designs. Jeanne Wasko suggested it would be interesting to include a map of our district on the van if possible.

Tele-health partnership: Mike Ponozzo, Lewis County Commissioner recently inquired about partnering with the District Two Behavioral Health Board to make our branches available for tele-health visits. Each branch would need a private area for patients to meet online with their healthcare provider. The service would only be available during regular library hours and may require the use of patron laptops. Branches would need advanced notice to accommodate each tele-health session.

Review of Covid-19 Response-Reopening Plan – No action was taken. Plan will remain in effect as approved on Aug. 12, 2021.

Trustee Vacancy search: Two names have been suggested as possible candidates. Both will be contacted and asked if they would join the trustees for Special Meeting session to interview for the position. Lisa will contact them and schedule a meeting for the week of Nov 8-11th.

Nezperce & Craigmont branch manager vacancies: No new applications have been received. One applicant for the Craigmont position has been interviewed. Both branches continue to be staffed with substitutes.

Executive session to review job applicants, pursuant to Idaho Code 74-206(1)(a) – At 11:4a AM, Jeanne moved and Dawn seconded to convene an executive session pursuant to Idaho Code 74-206(1)(b) to review applications for the Director position.

Motion passed on a roll call vote: DS: Yes, LW: Yes, JW: Yes, MW, Yes

Jeanne moved to exit the executive session at 12:50 PM; Dawn seconded. Motion passed on a roll call vote: DS: Yes, LW: Yes, JW: Yes, MW, Yes

Director Position: Jeanne moved to accept Lisa's proposal to step down as director as soon as a suitable replacement can be secured, allowing Lisa to return to the position of Operations Manager. Motion was seconded by Lori. Motion carried. Lisa is to place ads in the Lewiston Tribune along with continuing the search through Indeed.com, LibIdaho mail list, various library association mailing lists and job posting sites.

ARSL Conference: Dawn reported that she attended the ARSL Conference in Reno, NV earlier in the month. She attended several workshops and shared some highlights. She reported that several librarians in attendance were pleasantly surprised to have a trustee attend the conference. She highly recommends sending staff to future conferences.

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

ADJOURNMENT Meeting adjourned at 1:15 PM.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: November 30, 2021