

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
October 27, 2020

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The meeting was called to order at 9:32 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 Doreen Schmidt and board clerk Lisa Puckett. This meeting was conducted on site at the Lapwai Community Library/District Office with most attendees connecting via conference call.

RECOGNITION OF VISITORS – none.

## REVIEW

- Agenda – Add “Governor Little’s Idaho Rebounds Stage 3 order” as item new business.
- Correspondence – Donation letter from Matthew Morrissey donating two copies of his book containing information of local interest. Several thank you cards and emails from staff to trustees were read by Lisa.
- Valnet meeting – Plans to use PayPal for collection of library fees over \$5 are going forward. Valnet directors are still trying to find another streaming service to replace Kanopy. Nez Perce Tribal Education grant for \$10,000 has been awarded to Valnet for purchase of Overdrive books for children and youth. Included in the grant is \$2,000 to cover the cost of a test server to be used for training staff and testing Koha updates and changes. ICfL approached Valnet about sharing Overdrive resources through the new IDEA project. The directors have decided to not participate at this time.
- Interim Director’s report – Trustees reviewed the printed report sent by Lisa in the trustee’s packets. A printed copy is included in the Historical file. Highlights included Doreen Schmidt part time Operations assistant at LAP. Anne Mueller long range branch substitute at CRG; visit from Emily Sitz, ICfL North Idaho Field Representative; purchase of Zoom subscription for use by branches for online programs and meetings; upcoming webinar for staff; LAP’s excess bookcases have been relocated to CRG & KAM; sixteen laptops have arrived and are being prepped for checkout by adult patrons. Two per branch will be available soon.

## APPROVAL OF MINUTES

Leonard moved that the minutes of the September 29<sup>th</sup> meeting be approved; Patty seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Leonard seconded to approve October’s Statement of Expense in the amount of \$49,491.59. The Profit and Loss statement for October was approved on Jeanne’s motion, seconded by Leonard. Both motions passed.

The P1FCU bank statement for October was reviewed.

## STATISTIC REPORTS

Quarterly and annual stats on library visits, circulation, new borrowers, OverDrive, computer and wi-fi use and program attendance were briefly reviewed. Numbers were down due to Covid closures and continued limited access. An increase in OverDrive usage in response to the closures was noted. Lisa noted that the stats do not reflect curbside services, online storytimes or numbers of take and make kits that have been given out since the pandemic forced libraries to close and limit traditional services.

## LIBRARY & STAFF REPORTS

Craigmont library has moved the desk to a position in front of the vault giving the librarian a better view of incoming patrons. Craigmont & Winchester have resumed story times at Headstart. Kamiah held a month-long Star Wars reads promotion. Take home packets were made available to patrons. Kooskia has wrapped up the Farmers Market season. They averaged around 30 take home packets at each week. The packets will continue to be handed out as part of the curbside services. After the Peck library was featured in a Lewiston Tribune article a Moscow reader sent a nice message and a small donation to be used for the floor repair project. Nezperce library is making plans for the Family Reading week. They will be giving away kits to create family board games. Nezperce children ages 0-5 can sign up for Play and Learn. Participants will receive a starter kit with crayons, scissors, glue, etc. Each month a new take home craft and activity kit will be available for pickup.

## UNFINISHED BUSINESS

Staff and COVID-19 PRLD Procedure – Mike moved and Patty seconded to approve the Staff and Covid-19 PRLD Procedures as printed. Motion passed.

ILA conference- Trustees reported that they enjoyed the online sessions. Trustees that weren't able to view the live presentations are able to view the recorded sessions.

Chairman replacement – Jan announced that after her recent surgery she is feeling much better and will be able to continue as Board Chairman for the remainder of her term.

## NEW BUSINESS

Move to Idaho Rebounds Stage 3 – Governor Little announced a move from Stage 4 to Stage 3 of the Idaho Rebounds plan. According to our current Covid-19 reopening plan when Idaho is in Stage 3 PRLD libraires offer curbside service and computer usage by appointment only. After discussion regarding the fact that Stage 3 allows less than 50 people in a building it was decided that branches may continue offering limited access browsing and drop in computer usage. The PRLD reopening plan for Idaho's Stage 3 and Stage 4 phases will be combined into one.

Lisa is to monitor local situations. Branches in communities with large increases of community spread or school closures may restrict access to curbside service only after consulting with the director. If the Governor downgrades to a level that would close libraries again a special board meeting will be called to decide how to manage staffing issues.

NEXT MEETING Tuesday, November 24, 2020 at 9:30 AM via conference call.

ADJOURNMENT Meeting adjourned at 10:40 AM

Respectfully submitted,  
Lisa Puckett, Clerk of the Board

Approved: November 24, 2020