

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
October 29, 2019

The meeting was called to order at 9:27 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Patty Kries, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board Clerk Michael Priest.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – updated September 2019 Statement of Expense and Profit and Loss statement were added as items to review under Statement of Expense/Financial Reports
- Correspondence – none.
- Valnet meeting – Pierce Public Library is proceeding with their withdrawal from Valnet. A small team has been put together to handle the exit process. Withdrawal must be completed by July 1, 2020.

APPROVAL OF MINUTES

Patty moved that the minutes of the September 24, 2019 meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

The updated Statement of Expense and Profit and Loss documents from September were reviewed. The final total for September's Statement of Expense was noted as being to \$77,985.26 instead of the previously reported total of \$77,999.16.

Jeanne moved and Leonard seconded to approve October's Statement of Expense for \$52,521.29. The Profit and Loss statement for October was approved on Leonard's motion, seconded by Patty. Both motions passed.

The P1FCU bank statement was reviewed.

STATISTICAL REPORTS

Library statistics covering the fourth quarter (July-September) of FY 18-19 were examined. The district experienced an increase in usage in nearly every statistical category over the previous fiscal year – borrowers, visits, digital circulation, programming, and computer and Wi-Fi use. Physical circulation narrowly decreased.

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 – The district is currently fine free for child patrons. Several of the larger public libraries within Valnet are considering going fine free for all patrons. If these libraries decide to proceed, the understanding among directors is that a coordinated approach would be best. The board agreed that PRLD should be prepared to go fine free for all patrons. Michael will share this at the next Valnet board of directors meeting and continue to participate in discussions.

Strategic Plan – Michael presented the draft Strategic Plan at the October 15 staff meeting to seek input from staff. The ensuing discussion prompted some changes in wording. Another category for Goals and Strategies was added – Integrity – which outlines some of the district’s overall principles. The board reviewed the adjustments and will vote on a final draft at the November meeting.

NEW BUSINESS

Library policy review: Programming Policy – The trustees additionally reviewed a policy draft that covers the district’s guidelines for planning, creating and sponsoring programming. Jeanne moved to accept the draft of the Programming Policy; Patty seconded. Motion passed. The policy will be posted on the district website’s “About PRLD” page.

Director performance review – At 10:40 AM, Patty moved and Jeanne seconded to go into executive session pursuant to Idaho Code 74-206(1)(b) to discuss the evaluation of a district employee. Motion passed. Leonard moved and Mike seconded to exit the executive session at 11:00 AM. Motion passed.

NEXT MEETING Tuesday, November 26, 2019, 9:30 AM at Lapwai Community Library.

ADJOURNMENT Meeting adjourned at 11:10 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: November 26, 2019