

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

October 30, 2018

The meeting was called to order at 9:30 AM by Chair Jan Grueter. Also in attendance were board members Patty Kries, Mike and Jeanne Wasko and Leonard Van Dyke, library staff Claudia Jones and Lisa Puckett, and board clerk Michael Priest.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – Little Free Library project in Nezperce was added under new business (not an action item)
- Correspondence – Claudia presented Jeanne’s letter inviting Lewis County Commissioners to attend Everybody Reads. Claudia had also passed the letter along to other participating libraries as a template. Claudia shared news that the PRLD’s discount agreement with book vendor Ingram, in partnership with Lewiston City Library, had been renewed for 1 year, September 1, 2018 – August 31, 2019. Jan shared an email from Chris Sokol, director at Latah County Library District, praising Jenny Grobey’s, branch manager at Nezperce, assistance connecting Chris with a contact involved in the Nezperce Library building project.
- VALNet meeting – The directors met October 24, 2018. Directors reviewed a draft of the VALNet director orientation packet. There was an update on the VALNet OPAC upgrade, which was now ready for directors to preview. Latah County Library District received a query from the Kendrick Joint School District about joining VALNet. This prompted research on new VALNet member terms and fees. Logistical considerations such as the courier service will additionally have to be factored in. Emily Sitz from Idaho Commission for Libraries attended the meeting and revealed that plans are being made to hold all board of trustee related topics at next year’s Idaho Library Association conference on a single day to promote attendance.

APPROVAL OF MINUTES

Patty moved that minutes of the September 25, 2018, meeting be approved pending a correction to the last line on the van enclosure: “It was decided Mike would contact the owner of the adjacent property to make sure the owners were aware of the project”; Jeanne seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Patty seconded to approve the Statement of Expense for \$74,580.38. The Profit and Loss statement was approved on Mike’s motion, seconded by Jeanne. Both motions passed.

The P1FCU bank statement was reviewed.

STATISTICAL REPORTS

Quarterly stats on circulation, new borrowers, OverDrive, computer and wi-fi use were briefly reviewed. Lisa explained that the wi-fi connection projects outside of the building to cover parking areas. She also detailed how the library counts its daily usage.

LIBRARY & STAFF REPORTS / ILA CONFERENCE

Local newspapers with library news were made available during the meeting. Many of the branches supplied additional information on recent and upcoming events. Some staff shared highlights from attending the ILA Conference in Moscow, October 3-5.

UNFINISHED BUSINESS

Board of Trustees vacancy – Leonard was welcomed as our latest addition to the board and administered the loyalty oath from section 59-401 of the Idaho Code by Jan. Leonard signed and dated a copy of the oath.

Patron and staff computers and new server – 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 are ordered and will take 6-8 weeks to make and deliver.

Van enclosure update – Lisa is working with Knox Concrete to find a start date for the project.

Everybody Reads – The Nezperce event for author Emily Ruskovich's novel *Idaho* is on Tuesday, November 6 at 7PM. Jeanne has arranged for students from Nezperce High School to attend and come prepared with questions to ask. The district will now purchase two meat and cheese trays for the event.

NEW BUSINESS

Jeanne reported that the Nezperce Friends of the Library are investigating setting up a Little Free Library.

Jeanne moved and Mike seconded removing Lisa Curnutt from the P1FCU accounts and replacing with Michael Rothwell Priest; motion passed.

Jeanne moved and Leonard seconded removing Lisa Curnutt as Quickbooks master administrator and replacing with Lisa Puckett; motion passed.

Audit – Maria Wren from Presnell & Gage is visiting Lapwai on Thursday, November 1. The field work portion of the audit usually takes around 2-2.5 hours on the day. Lisa has supplied relevant documents in advance. Maria may contact two board members at random with a few questions addressing the library district's financial performance.

Updated election information – Claudia reminded the board of the election process in Spring 2019, which will affect Jeanne, Mike and Leonard. Jeanne and Mike will seek election to new 6-year terms. Due to filling a mid-term vacancy, Leonard will seek election to complete a 6-year term scheduled to end in 2021.

NEXT MEETING Tuesday, November 27, 2018, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 11:30 AM

Respectfully submitted,
Michael Priest, Clerk of the Board