

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
September 24, 2019

The meeting was called to order at 9:30 AM by board Vice-Chair Mike Wasko. Also in attendance were board members Patty Kries, Jeanne Wasko and Leonard Van Dyke, library staff member Lisa Puckett, and board Clerk Michael Priest. Board Chair Jan Grueter was excused and Mike was acting chair in her absence.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – The district received a gift of \$1,000 from Robert Linkhart, son of former PRLD director Ed Linkhart. Michael sent Mr. Linkhart a thank you letter.
- Valnet meeting – The board of trustees at Pierce Free Public Library has voted to withdraw from Valnet. The Valnet board of directors are currently drafting the procedure. The full withdrawal process can take up to 8 months, but can be completed sooner if required. The cataloging of graphic novels, which are becoming a more popular format across Valnet, has been a talking point. Adjustments to the cataloging process have been implemented to better incorporate the format.

APPROVAL OF MINUTES

Patty moved that the minutes of the August 27, 2019 regular meeting and September 9, 2019 special meeting be approved; Leonard seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Patty seconded to approve September's Statement of Expense for \$77,985.26. The Profit and Loss statement for September was approved on Leonard's motion, seconded by Patty. Both motions passed.

The P1FCU bank statement was reviewed.

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

None.

NEW BUSINESS

Updated trustee information – Updated contact details and terms of office were shared between the trustees.

Staffing updates – Norma Staaf has accepted the substitute position at Kamiah Library. She has extensive experience in the public service sector, most recently as a substitute teacher with the Kamiah School District. Her start date is Tuesday, October 1.

Kindergarten Readiness Grant – ICfL announced on September 10 that the district received \$7,500 in funding for the Kindergarten Readiness Grant. The focus of the grant will be on Kindergarten Readiness Kits for patron checkout. The idea is to "recycle" the 60 staff-use-only Storytime kits and add 40 new ones that incorporate skills-based and

STEAM themes. The deadline for completing all the grant requirements is May 30, 2020. A team of staff has been assembled to assist with the process.

Safety Policy Manual review – A draft revision of the Safety Policy Manual was proposed to trustees based on staff feedback. The manual is an internal document that addresses various safety aspects in recognition of the branches being both public buildings and places of work. Mike suggested that for medical emergencies a staff member who is alone in the building should call 911 as a first response. This was added under the Medical Emergency section. Jeanne moved to accept the revised Safety Policy Manual; Leonard seconded. Motion passed.

Library policy review: Internet Use Policy & Gift and Donation Policy – A new rule for the Internet Use Policy outlining no eating/drinking at the public computers was presented. The trustees additionally reviewed a policy draft that covers the district's guidelines on accepting gifts and donations. Patty moved to accept the updated Internet Use Policy and the draft of the Gift and Donation Policy; Leonard seconded. Motion passed. Both policies will be posted on the district website's "About PRLD" page.

NEXT MEETING Tuesday, October 29, 2019, 9:30 AM at Lapwai Community Library.

ADJOURNMENT Meeting adjourned at 10:55 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: October 29, 2019