

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
September 28, 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 – No changes or additions
- Correspondence – Letter from Lisa Puckett requesting that the board re-open the search for a District Director and allow her step down to her previous position as Operations Manager.
- Valnet meeting – No report
- Director's report – Branch manager positions at Nezperce and Craigmont are currently vacant. Search has begun for applicants. Candidates will be interviewed when qualified applications are received. City officials have been contacted to determine if the respective city governments want to have someone participate in the interviews. Both libraries are being staffed by available subs. Some closures have occurred due to lack of available subs.

Covid numbers have been on the rise in the district. Several branches have returned to curbside service. Kamiah & Kooskia are able to accommodate patrons needing computer access.

The fiscal year ends Sept. 30, 2021. Presnell & Gage will be contacted soon to schedule the annual audit.

APPROVAL OF MINUTES

Jeanne moved the minutes of the August 25, 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 September 2021 Statement of Expense in the amount of \$59,251.41. Motion passed

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

The P1FCU bank statement for August 2021 was reviewed.

LIBRARY & STAFF REPORTS

The branches shared news of their recent activities. Printed copies of the reports were sent to trustees. Branch news highlights include:

Kamiah: Returned to curbside services. Patrons are able to access use of a laptop in front of the library. Staff have moved all DVDs to a rolling cart on the front sidewalk. Staff also visit with patrons about type of reading materials they need, then bring a selection to the door for the patron's review. Selected items are checked out to the patron. April partnered with Ft. Vancouver Regional Libraries to present a virtual collage making workshop.

Lapwai: A booth at the Nez Perce County Fair was decorated by Julie & Doreen with assistance from Lewiston staff. Several PRLD and Lewiston Library staff members and their directors manned the booth during the weekend. Many children's books were given away along with other library "swag". Some new cards were registered, others were updated. Several demonstrations of the new IDEA library additions to the Libby app were given. Both PRLD & Lewiston felt it was a great success and hope to partner again next year. The booth even received the blue ribbon for best educational booth.

Nezperce: The evening of food and music at the Lion's Park on August 30th with the duo, Pink Fusion performing, was a big success. The event was held in conjunction with the school's end of summer Open House.

Peck: Temporarily returned to curbside service only due to the high count of covid cases in the area. School programs continue to be presented outdoors at the school.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Van was ordered on August 27, 2021. A six-month wait for manufacture and delivery is anticipated. Chris and Lisa met online with Patti from Northwest Kitchen Design to review the preliminary drawings. A few changes were suggested. Patti will incorporate the changes and re-send the drawings for additional review. Another meeting will be scheduled for additional review.
- ARPA Overdrive funds have been deposited to the Valnet Overdrive ARPA account. Responsibility for using the funds has been divided between the five purchasing libraries. Each of the five libraries will make purchases on a schedule over the next five months.

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

Trustee Vacancies: The seat previously held by Jan Grueter remains vacant. Trustees will attempt to contact possible recruits to fill the position.

Pay issues – Lisa presented suggested staff bonuses. Jeanne moved and Dawn seconded for bonuses to be paid to staff that worked over 100 hours in the 2020-21 fiscal year. Payment to be included with the October payroll. Motion passed.

Nezperce & Craigmont branch manager vacancies: Trustees reviewed the applications received to date. No applicants were selected for interviews at this time. Lisa will place ads in the local papers. Hiring information is also on the website. Signs have been posted at branches.

Executive session involving a personnel matter, pursuant to Idaho Code 74-206(1)(b) – At 11:40 AM, Jeanne moved and Lori seconded to convene and executive session pursuant to Idaho Code 74-206(1)(b) to discuss a district personnel matter. Motion passed on a roll call vote: DS: Yes, LW: Yes, JW: Yes, MW, Yes.

Jeanne moved to exit the executive session at 12:00 PM; Dawn seconded. Motion passed on a roll call vote: DS: Yes, LW: Yes, JW: Yes, MW, Yes.

Director Job Posting: A search for a new director will begin immediately. Lisa is to post the notice on various library association websites, Indeed.com and the PRLD website. First review of applications will be Oct. 26, 2021.

NEXT MEETING Tuesday, October 26, 2021 at 9:30 AM in Library Headquarters in Lapwai.

ADJOURNMENT Meeting adjourned at 12:20pm.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: October 26, 2021