

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

August 28, 2018

The meeting was called to order at 9:35 AM by Chair Jan Grueter at the conclusion of the morning's budget hearing. Also in attendance were board members Patty Kries, Mike and Jeanne Wasko, Claudia Jones and Lisa Curnutt, clerk.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes
- Correspondence – none
- VALNet meeting – VALNet directors met on August 14. The OPAC is being updated with the new logo; Bywater Solutions, our ILS managers, have provided a test server for two months for refining the new design. Some member libraries are now using a Lucky Day collection. In addition to the copies purchased by member libraries for general circulation, libraries can now purchase additional copies for their Lucky Day collection. Lucky Day items are not subject to holds and are available for immediate check out to walk-in patrons, regardless of the holds queue. It's meant to encourage people to come into the library. It's will soon be used by Asotin and Latah county libraries. PRLD does not plan to buy extra Lucky Day copies.

APPROVAL OF MINUTES

Mike moved that minutes of the July 28, 2018 meeting be approved; Patty seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Mike seconded to approve the Statement of Expense for \$49,501.21. The Profit and Loss statement was approved on Jeanne's motion seconded by Patty. Both motions passed.

The P1FCU bank statement was reviewed.

LIBRARY & STAFF REPORTS

Copies of branch news available at the time of mailing were included in the board packets. Other highlights:

Audio CDs currently rotate from one branch to the next every two months. To save staff time we'll rotate them less often; this will also give patrons a longer chance to browse from a branch's collection. We'll get staff input at the next staff meeting on September 24. Trustees are always welcome at all staff meetings. Jeanne enjoyed attending the June meeting.

April/KAM is submitting an op-ed to the Clearwater Progress on fake news and media literacy.

Julie began full time as the LAP branch manager on August 20.

Staff trainings: Lisa P./LAP, Chris/WNC, Dena/KOO, and April/KAM will attend ARSL (Assoc. of Rural and Small Libraries) in Springfield, IL. All PRLD branches will close Oct 4-5 to allow all staff to attend the ILA conference in Moscow; some PRLD trustees will also attend. Lisa P. is in charge of arrangements.

UNFINISHED BUSINESS

The budget was published in the August 22 edition of the Lewiston Tribune. The budget hearing was held here just prior to this meeting; no one from the public attended.

The 18-19 budget for \$711,792 was approved unanimously on Patty's motion seconded by Mike.

Jeanne moved and Patty seconded to approve pay increases to go into effect in the October pay period, staff bonuses to be paid in the September pay period, and to raise base pay for tier 1 and tier 2 branch managers, branch assistants, and subs. Motion passed.

New director – The trustees would like to interview Michael Priest on September 10 while he is in the area. The possibility of video conferencing was considered. Lynn Johnson, a potential candidate who is very involved with VALNet operations, has committed to another year with her school district and would not be available until next spring. Lisa C.'s last day is planned for September 27th

E-Rate – Lisa was contacted by a reviewer last week who asked for new contracts describing the SKU numbers of our equipment; the contracts were done and provided to the reviewer. The appeal is still in review.

New server & patron computers – the quote for a new server is just under \$4,000. New staff and patron computers have arrived. Lisa P. & Lisa C. are doing their initial set-ups as time allows. They won't be delivered to the branches until they are all set up on the new server some time next month.

LAP flooring – The library will be closed during installation, planned for mid-September.

Van enclosure – the original plan called for a 12' rolling gate at just the south end. After checking with Clearwater Power about the propane tank, the plan is now to do 12' rolling gates at both ends to allow driving through to the propane tank, should it ever need replaced. This will add approximately \$500 to the original fencing quote.

NEW BUSINESS –

The rain gutters at LAP have been cleaned at a cost of \$145. No replacement or repair was necessary.

Lisa C. has asked several local cabinetmakers for quotes to build new patron computer desks for LAP. The old ones were customized

New computers – All patron and staff computers will be upgraded before September 30. Feedback from the branches indicates patrons prefer desktop machines over laptops, so we will order the same number of each. To save money we will use the existing monitors and keyboards and replace them only as needed.

Bev Kayler has notified Lisa C. that she is retiring from the board. We recognize with much appreciation her 55+ years of service on the board. Leonard Van Dyke, Amy Uptmor, and Sandy Martin were considered as possible replacements. At the trustees' request Lisa will contact Mr. Van Dyke first to see if he is interested; if he's not, Ms. Martin, then Ms. Uptmor would be contacted.

The 2018 Idaho library laws are available online via ICfL's Trustee landing page or at http://libraries.idaho.gov/files/IdahoLibraryLaw_2018.pdf.

Jeanne moved and Mike seconded to switch the district's medical insurance to Blue Cross of Idaho; motion passed. This provides good coverage for less money. Lisa C. will coordinate with Troy Insurance. New forms need to be submitted by September 15.

A farewell open house for Bev and Lisa will be held after the regular September meeting.

NEXT MEETING Tuesday, September 25, 2018, at 9:30 AM at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 12:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board