

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

February 23, 2015

The meeting was called to order by Chair, Karol Hoisington. Also in attendance were board members Jan Grueter, Beverly Kayler, Patty Kries, Mike Wasko, Branch Coordinator Lisa Curnutt, and Director/Clerk of the Board Claudia Jones.

Recognition of Visitors

Janet Bly accompanied Jan Grueter as her guest and was warmly welcomed.

Review

- Agenda – A discussion concerning a recent inquiry from the Cottonwood Library about joining PRLD was added to the agenda under Library Reports.
- Correspondence – None
- VALNet meeting report – The Directors are looking for a new location to serve as the LC Valley courier hub. The Action Courier storage building in the Orchards can be used, at least temporarily, while we continue to explore options. A committee has been appointed to prepare the 2015-16 Budget. Claudia attended the first budget committee meeting, held in Genesee.

Approval of minutes – Patty moved that minutes of the January 26 meeting be approved as written; Jan seconded. Motion passed.

Statement of Expense / Financial reports – After reviewing the financial reports Mike moved to accept the February 2015 Statement of Expense in the amount of \$35,766.69; Bev seconded the motion. Bev moved to accept February's Profit & Loss; Patty seconded. Both motions passed unanimously.

Copies of the monthly Wells Fargo bank statements were distributed for review as was a quarterly statement from Pottlatch Credit Union.

Library Reports

Claudia gave a brief update about the wood smoke issue in Culatesac; the City has been looking at solutions.

Carma Hammon has begun training with Lisa Curnutt on using QuickBooks to do the payroll and bill paying; they will continue to work each month to get her fully trained in the preparation of all the monthly financial work. Carma is also training with Lisa Puckett to do the rotating collections. The board approved the job description for the newly created full-time position. We are very pleased to have her working at Lapwai.

Safety Policy: Lisa C. is looking at sample policies and expects to have a draft ready for the board to review in the near future. We would like to have it available for discussion and distribution at the May 4 district staff meeting.

Cottonwood: Jan Wall will be meeting with library supporters in Cottonwood and has asked whether PRLD is open to having the Cottonwood Library join the District. Questions about financialMike moved that further discussion be tabled until such time as Cottonwood can present a feasible proposal. Bev seconded; motion passed unanimously.

Unfinished Business

- Mike moved to adopt the new District Branch & Admin Assistant position description. Jan seconded the motion; motion passed.
- Customer service pilot project: All employees have completed the required training and online survey and are receiving a Certificate of Completion from Idaho Commission for Libraries. Shirley Biladeau and Jan Wall will be scheduling branch visits later this spring. We will continue to discuss customer service at district meetings to reinforce what we've learned.

New Business

- Memorial Gift: The library district has made a donation to the Kamiah Education Foundation in memory of David Kries.
- Winchester Branch Manager: Chris Case has been hired as the new branch manager. She is well-liked and eager to learn. She will work several days at Lapwai to be trained by Dixie, Lisa P. and Lisa C, with Carma working at Winchester while Chris is at Lapwai.
- Local Government Entity Registry: Idaho has implemented a new annual reporting requirement for public entities. We were able to complete the initial filing by the March 1 deadline; future filings can be scheduled in December or January.

Next Meeting

The next regularly scheduled board meeting will be at **9:30 AM on Monday, March 30, 2015** at the Lapwai Library/District Office.

Adjournment

Meeting adjourned at 11:00 AM

Respectfully submitted,

Claudia Jones, Clerk for the Board