

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
February 27, 2018

The meeting was called to order at 9:45 AM by Chair Jan Grueter. Also in attendance were board members Bev Kayler, Patty Kries, Mike and Jeanne Wasko, and Lisa Curnutt.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda –
- Correspondence – A staff member emailed a thank you for the board for her bonus.
- VALNet meeting – Lisa reported on the February 7th meeting, including progress of the new logo, meeting the new CMP director, and some ongoing Koha features and developments.

APPROVAL OF MINUTES

Mike moved that minutes of the January 30, 2018, meeting be approved; Patty seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Financial reports for the months of December and January were approved on motions passed as follows:

Jeanne moved and Mike seconded to approve the Statement of Expense for \$38,073.19. The Profit and Loss statement was approved on Patty's motion seconded by Bev. Both motions passed.

Options for updating computer equipment were discussed here. Lisa has ordered a new CPU, as hers is giving out. Computers throughout the district fall into three main categories: staff, patron PCs (desktops), and patron laptops. Of those, the staff computers and patron laptops are the priority. Mike suggested having Staples clean and refurbish them. It was noted the patron computers were acquired through the BTOP grant in 2011. Staff computers and the server were purchased the following year. If replacements are purchased the current machines should be disposed of first by being offered for sale (in accordance with any applicable requirements for disposing of publicly-owned property), and donating any remaining ones to a local program that furnishes computers to children who don't have them.

Mike will provide information to research the government investment pool as an alternative to CDs at the credit union.

The P1FCU bank statement was reviewed.

Lisa again arranged a different plan with Frontier for the Peck phone bill to reduce the bill.

LIBRARY & STAFF REPORTS

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

Rotations and tracking of non-op hours have been simplified, which should require less staff time and effort.

The district purchased a Breakout EDU kit to be shared by the branches. This ties in with STEM and Maker movements. The many games available are designed to promote critical thinking, teamwork and problem solving.

CRG – Lisa reported on her phone call with LaLisa, Craigmont's city clerk. The MOU undergoing revision was being done by the city not in conjunction with either the district or the Friends group. The city will put that on hold and await developments. Lisa will attend the Friends meeting on March 15.

NZP – Lisa reported on a follow up with Dennis K., the Nezperce school superintendent, about the proposed afterschool program. The district is hesitant to add open days to the library's schedule only to reduce them at the end of the grant period. Dennis has no objection to holding the program during current library hours. The group signed up for the program will be escorted to the library and supervised while there by the school's library aide. He will know if the school got the grant by April or May.

PEC – Bev brought examples of the kids' moose program that included watercolor-painted moose and hand tracings made into antlers. PEC is also planning first movie night in partnership with the local 4-H group.

CUL – Options are being considered for a new circ desk to replace the existing one that is old and in poor condition.

KOO & KAM signed up for Bright Futures through ICfL for Summer Reading. A Money Smart Week program to be held at both branches is being planned for some time in April. Cindy will train at KOO for a couple of days while Mary Ann is on an extended vacation.

KAM – Activities there include basic health screenings through Partnerships for Healthy Communities, preschool story times, as well as outreach story times to the local early childhood program and the Nez Perce Tribe's Headstart program; FUNDamentals of Music presented by a volunteer; the Writing Group, with 10+ people coming regularly; Drop-in Yoga on Mondays, where yoga instruction is streamed on the back room's TV; and the Little Laundromat Library, which is restocked with donated children's books and contributions from the Kamiah schools.

April would also like to rearrange the library space to reduce congestion near the door, relocate the kids' and computer areas, add a counter for laptop use; upgrading the older book shelves, changing the circ desk arrangement and moving patron computers away from the walls to allow for more bookshelves are among the ideas being considered.

Patty will follow up with the Friends group about getting the library's carpet cleaned.

WNC – Chris is organizing an effort to have an electronic community reader board installed in front of the library as a city project. Jan added that the board was donated by a local resident who has a sign business.

UNFINISHED BUSINESS

Benefits for part-time staff – Lisa proposed that part time staff receive prorated vacation, sick and holiday pay. Vacation time would be accrued based on the employee's length of employment with the district and the number of hours they work per pay period as follows.

- Less than three years of service earns 1 hour for each 20 hours worked;
- Three to 10 years of service earns 1 hour for each 15 hours worked;
- Ten to 15 years of service earns 1 hour for each 13 hours worked;
- Fifteen or more years of service earns 1 hour for each 10 hours worked.

Sick is accrued on the same basis. For holidays, if a holiday falls on a day the part time employee normally works, he or she will be paid for the hours they were scheduled to work. They are not paid for holidays they would not normally work.

Jeanne moved and Bev seconded to adopt the accrual schedule above, and to make it effective for current employees retroactive to Oct 1, 2017; motion passed. Lisa will redraft affected sections of the personnel policy to include benefits for part-time staff, including maximum allowed accruals and pay-out upon end of employment, to be reviewed for formal adoption at the next meeting.

Policies – Vehicle, volunteer, and confidentiality policies were postponed to the next meeting in the interest of time.

NEW BUSINESS

Lisa reported on her research of background checks. The board will work toward developing a policy.

NEXT MEETING Tuesday, March 27, 2018, 9:30 AM, at the Lapwai Library.
The trustees would like to hold their meetings at other branches occasionally when the weather is good.

ADJOURNMENT Meeting adjourned at 1:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board