

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

January 25, 2016

The meeting was called to order at 9:30 AM by Chair Karol Hoisington. Also in attendance were board members Bev Kayler, Patty Kries, Mike Wasko and Director/Clerk of the Board Lisa Curnutt. Jan Grueter was excused.

Recognition of Visitors Lindsey Crea, Presnell Gage presented the 14-15 audit/financial statements, providing several copies. She noted that the library district uses a cash basis accounting system per Idaho Library Law, rather than the more customary accrual basis accounting. One minor journal entry was required for presentation purposes rather than to correct a mistake, and the library district has once again received a clean opinion. Lindsey explained that the district's financial statements will not reflect a figure relating to the district's unfunded portion of PERSI liability as outlined in GASB 68 because we are on a cash basis.

Review

- Agenda – no agenda items were added.
- Correspondence – A thank you note was received from Mohr's Floors, thanking us for our business. Lisa sent a thank you letter to Dr. Harries for book donations, and to Robert Linkhart thanking him for his donation in memory of his father, Ed Linkhart. Karol and Mike both reported receiving certified letters from a district employee, the contents of which were not discussed.
- VALNet meeting – Minutes of the December 1, 2015, meeting were available. VALNet's subscription to Freegal is close to going live. Special meetings for visioning and budget restructuring are to be held in early February.

Approval of minutes – Patty moved that minutes of the November 30 meeting be approved; Bev seconded; Mike abstained since he did not attend. Motion passed.

Statement of Expense / Financial reports –

December – No meeting was held in December. Bev moved to accept the December 2015 Statement of Expense in the amount of \$34,619.80. Patty seconded the motion. Motion passed. Patty moved and Bev seconded to approve the December Profit & Loss. Mike abstained. Motion passed.

January - Mike moved to accept the January 2016 Statement of Expense for \$33,840.09. Bev seconded the motion. Motion passed. Patty moved and Bev seconded to approve the January Profit & Loss. Motion passed.

Copies of the monthly bank statements were reviewed without discussion.

Library Reports – Statistical reports were reviewed without discussion.

There was a staff meeting at Nezperce on December 14. The next one will be held March 14. News received from the Craigmont, Kamiah, Kooskia, and Winchester branches was reported to the trustees.

Jenny fell on the ice outside the Nezperce library on January 5. She reported the incident and a claim form was completed. She did not miss work and reports now feeling much better but plans to see a doctor. Although this was outside library hours and outside the building and there is some question about whether the district or the city of Nezperce would be liable, the trustees agreed it should be submitted as a workers' comp claim in order that her medical expenses can be paid. They also asked that Lisa call ICRMP to see what coverage is available in the event the worker's compensation claim is not accepted.

April and Lisa will meet to further discuss the public information position; April's hours will be increased to allow for maintenance of the district website and other duties as they are defined. She has been studying the WordPress website platform and has been tasked with learning the district's calendarwiz program. The extra hours require that she be added to the district's medical insurance policy after her application and waiting period.

Culdesac, Kooskia and Winchester have opted to participate in the ICfL's Bright Futures program in conjunction with their summer reading programs.

Lisa C. attended an E-rate training in Coeur d'Alene on January 13, and has cancelled plans to attend the ICfL's directors' summit in Boise next week.

Executive Session: Patty moved to go into executive session pursuant to I.C. §74-206(1)(a) & (b) to consider personnel matters. Trustees present were polled with all voting yes. Executive session commences at 10:40 AM and adjourned at 11:40 AM.

Mike recommended that in consideration of the information and materials received today in executive session, the trustees discuss at the next meeting whether to pursue legal proceedings concerning the Culdesac personnel matter. He further recommended that Lisa, at her discretion, should visit with the Culdesac Friends of the Library.

Unfinished Business

The review of the personnel policy was again tabled until the next meeting. The trustees will bring their copies to the next meeting for review.

New Business

ILA Membership for the five trustees was approved in an effort to support that organization. The cost for trustees is approximately \$25-\$30 each.

The Ingram contract with Prairie-River and the Lewiston city library has been recently renewed. Alexa Eccles, the Lewiston library director was to have signed the contract, guaranteeing the volume of purchasing that allows the two agencies the same substantial discounts on book purchases we have received for the past several years under this arrangement.

Next Meeting

The next regular meeting will be held at the Lapwai Library at 9:30 AM on Monday, February 29, 2016.

Adjournment

Meeting adjourned at 12:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board