

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

January 31, 2017

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

Recognition of Visitors Lindsey Frei, auditor with Presnell Gage, and Jeanne Wasko.

The audit report was given by Lindsey first to allow her to leave prior to other board business. The district again received a positive audit report.

Review

- Agenda – Consideration of a new mileage rate was added under new business.
- Correspondence – This included thank you notes from several staff members for pay increases and bonuses, a letter accompanying a donation from Robert Linkhart.
- VALNet meeting – The last meeting was November 30. No meeting was to be held in December, and January's was canceled due to bad weather. The next meeting is scheduled for February 8th and will be followed by an INLG meeting in Plummer.

Approval of minutes – Mike moved that minutes of the November 28, 2016, meeting be approved; Bert seconded. Motion passed.

Statement of Expense / Financial reports –

December's Statement of Expense for \$35,705.85, was approved on Bev's motion seconded by Mike. December's Profit and Loss statement was approved on Mike's motion seconded by Bert.

January's Statement of Expense for \$40,930.81, was approved on Bev's motion seconded by Mike. January's Profit and Loss statement was approved on Bert's motion seconded by Mike.

Copies of the monthly bank statements were reviewed, as were 1099-Interest Income statements from Wells Fargo and P1FCU.

County checks were received at the end of January, too late to be reflected in the January financial reports. It was decided the funds should be deposited into the P1FCU share account rather than the Wells Fargo checking account to aid in the transition to moving district funds away from Wells Fargo. Lisa will inquire about the FDIC insurance limits on separate accounts so that all district funds are insured.

Library Reports

Statistical reports were reviewed for December, the end of the first quarter of the fiscal year. Programming reports now break down attendance at not only children's and adult program events, but also those geared toward youth and all-age groups so those figures can be broken down as the annual state library report now requires.

Several examples of news articles and notices in the area newspapers were made available. The branches' numerous activities are being well publicized.

The district received a donation of best-sellers and current titles in like-new condition from Dr. Harries valued at \$950, which was acknowledged with a thank you letter.

Bev gave a report on the **Peck** branch's involvement with the school to boost attendance and activities at the library. She notes that the later hours are working well and that Doreen, the branch manager, is organizing a book club and has put a welcoming display in the entryway's display case.

Jan reported on **Winchester's** effort to improve the computer area to include more computers and better use the limited space. The Friends group is helping with modifying the existing desks; the district will purchase two additional laptops.

Culdesac's move to earlier hours on Thursdays means that insufficient lighting is no longer a problem. Discussion was had about what the district might do to improve lighting nevertheless.

The December 12 staff meeting was held at **Lapwai**, with topics including the new rotations process, introduction to Zoom video conferencing, and planning meetings dates for the upcoming year. Because of bad roads the meeting was finished earlier than planned. Those who wanted to stay and select books from Lapwai to be relocated to their branch did; those who didn't got an early start home.

Lapwai has begun holding Family Fun Night one Wednesday a month.

The **Kamiah** back room project is underway, with the recent purchase and installation of a 65" TV, wall mount and blue-ray player. Other purchases planned include upholstered seating for general use, movie watching, etc., adjustable-height tables for various activities, folding chairs for table activities that can be stowed when not in use, and a light-blocking shade for the window. Old furniture and fixtures are being removed and the room generally cleaned and reorganized to be a more welcoming, useful public space intended for movies, streaming special broadcasts, meetings, book club discussions, maker space activities and other uses. The branch is already doing regular after-school movies. The Friends group has contributed window panels and will be asked to purchase a large area rug. Patrons have already expressed support for the project and are being invited to give input into how the room may be used. Progress is posted on Kamiah's Facebook page, and an open house will be held when it's finished. The target completion date is the end of March.

New shelves will be added at **Kooskia** which will add much needed shelf space and partially separate the children's area from the computer area. Lisa has contacted Idaho Correctional Industries and got an initial estimate for six 5'-high, 3'-wide shelf units that would be placed back-to-back and occupy 9' of floor space. The cost of less than \$1,400 includes delivery and installation. Once that is done, the Kooskia manager will work with the Friends group to see about removing the table and chair sets currently in the library to make room for more versatile furniture that the district will purchase.

Unfinished Business

Signatures of signers on the new P1FCU were obtained by everyone except Patty, who was not present, and Bev, who has chosen not to be a signer. Lisa will mail the document to Patty for signature.

On the credit card application, we will request a limit of \$5-10,000. Cards are available to any signer wishing to have one, but it was deemed sufficient to have only one other person besides Lisa as a cardholder so that someone else would be on the account authorized to act and obtain information if necessary. Rather than one of the trustees taking on an administrative roll, the second card will be in the name of Lisa Puckett, a headquarters staff member. Mike moved and Bev seconded that Lisa Curnutt be named the Authorized Officer on the application, and that cards be requested for Lisa Curnutt and Lisa Puckett, and that a limit of \$10,000 be requested. Motion passed.

The initial P1FCU CD matured has been reinvested in a 24-month CD with the same interest rate.

New Business

To be consistent with the district's practice of using the federal mileage rate, the new rate of 53.5¢ was adopted on Bert's motion seconded by Mike and approved unanimously.

The annual state library report was filed on December 21. A certification signed by a trustee is also required; Jan Grueter signed and the certification was filed by fax on December 29.

Information about training videos and an email list with topics of interest to library trustees, available through the state library, was included in the board packets. Lisa will forward the emails as well, so live links can be used for easy access.

Monetary donations to the district were received from three individuals in amount of \$270, \$400, and \$400. One \$400 donation was the direct result of a home-page banner on the district's website about tax breaks for library donations.

Trustee elections – Patty and Bert will be on the May 16 ballot. Patty's current term expires; Bert, who filled Karol Hoisington's position mid-term, must be on the next election's ballot. Petitions and Declarations for Candidacy were given to Bert and will be mailed to Patty, to be returned to the board clerk (Lisa) by March 17, for filing with the clerks in their respective counties.

2017 board meeting schedule – February's meeting will be Tuesday, February 28, by agreement of the trustees. May's meeting will be Tuesday, May 30, due to the Memorial Day holiday.

Next Meeting

The next regular meeting will be at the Lapwai Library at 9:30 AM on Tuesday, February 28, 2017.

Adjournment

Meeting adjourned at 11:20 a.m.

Respectfully submitted,
Lisa Curnutt, Clerk of the Board