

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

January 30, 2018

The meeting was called to order at 9:30 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 – Lindsey Crea and Maria Wren from Presnell Gage delivered a favorable report of the FY 2016-17 audit. Copies were provided to Lisa and each trustee.

REVIEW

- Agenda – Jan asked about process for conducting background checks. Lisa will check into it.
- Correspondence – thank you cards from Lisa C., for her father's memorial donation and L.I.F.E. Foundation's Christmas card thanking the district for its previous memorial donation for Bert H. Lisa also sent a thank you to donors of \$1080 to the Culdesac branch.
- VALNet meeting – Minutes of the 10/12/17, 11/29/17 and 1/11/18 meetings were provided and the contents discussed at length. Courier issues, new Koha features, an orientation packet for prospective new member libraries were among the topics. The next meeting is in early February.

APPROVAL OF MINUTES

Patty moved that minutes of the November 27, 2017, meeting be approved; Bev seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

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

December's Statement of Expense for \$37,916.68 was approved on Bev's motion seconded by Jeanne.

December's Profit and Loss statement was approved on Patty's motion seconded by Bev.

January's Statement of Expense for \$51,373.59 was approved on Jeanne's motion seconded by Bev.

January's Profit and Loss statement was approved on Patty's motion seconded by Jeanne.

The P1FCU bank statement was reviewed. The district earned nearly \$3400 in interest from the credit union in 2017, and received donations of \$1000, \$140, and \$1080.

Lisa arranged a different plan with Frontier for the Peck phone bill, reducing the bill by approximately \$20 per month.

The new mileage rate of 54.5¢ per mile effective January 1st was adopted on Mike's motion seconded by Patty.

LIBRARY & STAFF REPORTS

Stat Reports – Quarterly library stats for October 1st through December 31st were reviewed, including circulation, incoming and outgoing items, items borrowed from other VALNet libraries, new patrons added, and OverDrive usage. Also available was a 2017 breakdown of items checked out from PRLD branches sorted by item type, indicating what item type circs most heavily. Audios, in all forms except electronic, comprised only 4% of the district's total.

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

CRG and WNC were featured in *The Scoop* for their combined folk tale program at Highland school in Craigmont. Lisa related her phone call with LaLisa, the Craigmont city clerk, about the bank building. A planning meeting with people from the city, Friends, and the district is a necessary first step. Lisa plans to attend the February 6th city council meeting.

NZP – Dennis K., the Nezperce school superintendent, called about a grant application he is submitting for an afterschool program he hopes can be held at the Nezperce branch on Tuesday and Thursday afternoons during the 17-18 school year. The board's consensus was that it would create a number of logistical difficulties for the district,

chiefly staffing commitments, and how, at the end of the grant year, to return the library to three days a week when the public has become accustomed to five days. Lisa will phone Dennis for clarification of his expectations.

PEC – Doreen has rearranged the library, switching the adult and children’s areas. The city plans improvements including painting, landscaping, and new flooring.

PEC’s and NZP’s new TVs and carts have been delivered. WNC’s TV has arrived and awaits delivery to the branch.

CUL – An open house was held December 6th. Opening up the library space (removing shelves and adding tables, chairs and the TV) has had a real impact on branch activities now that there is space for activities. Patrons can now have crochet lessons, an afterschool movie and there is a family history group meeting regularly. Lynda says there are requests for more classes. The owners of the now-closed Granny’s thrift store donated \$1080 for summer reading to the library.

KOO – The Friends are paying for KOO’s media equipment. Lisa was asked to order it and the Friends will reimburse the district for the approximately \$1200 for a TV, cart, sound bar, and Blu-ray player. All the equipment has been received except the TV.

LAP – Lisa P. reported to the trustees about the Braille program she recently organized. She and Julie also did a “Blind Date With a Book” and “Mystery Valentine” displays for adults and kids, respectively, where the book is wrapped, with just a teaser to give the patron a clue about it, and prizes given for those willing to rate their mystery date.

Two new lounge chairs and charging table are in place. Materials are still being selected for the carpet project later this spring/summer. Tamera T. gave notice just after Christmas, so a new bookkeeper/library assistant will be need to be hired.

KAM – Paula tripped and fell behind the circ desk but says she was not injured. An incident report was done for the file in case it is needed.

UNFINISHED BUSINESS

Benefits for part-time staff – Lisa was asked to propose specifics at the next meeting.

The state library report was filed December 20th. A trustee’s certification is no longer required. Abridged copies, excluding §12.1-20 (repeated for each branch), were included in the board packets.

Policy manual –The collection development policy proposed by Jeanne was adopted on Mike’s motion seconded by Bev and approved unanimously. Lisa will include drafts or examples of a vehicle policy and confidentiality requirements for volunteers in next month’s packet, to be addressed at the February meeting.

NEW BUSINESS

2018 board meeting schedule – The trustees decided to make the last *Tuesday* of the month their regular meeting day. Lisa will redo the calendars and make other necessary changes.

NEXT MEETING Tuesday, February 27, 2018, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 1:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board