

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

July 31, 2017

The meeting was called to order at 1:25 PM by Chair Jan Grueter. Also in attendance were board members Bev Kayler, Patty Kries, Mike Wasko and Director/Clerk of the Board Lisa Curnutt.

RECOGNITION OF VISITORS – Jeanne Wasko, Nezperce.

REVIEW

- Agenda – Reimbursement by the Winchester Friends group was added under New Business
- Correspondence – Lisa shared a card received from Alaska Airlines with the return via Fed Ex of a PRLD book that had been left on a flight. Lisa sent a thank you/kudos note to the airline via their customer service portal.
- VALNet meeting – The next meeting is August 8 in Moscow.

APPROVAL OF MINUTES

Mike moved that minutes of the June 26, 2017, meeting be approved; Patty seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

The July Statement of Expense for \$42,684.43, was approved on Bev's motion seconded by Mike. The Profit and Loss statement was approved on Bev's motion seconded by Mike.

The P1FCU bank statement was reviewed. Because of a problem with accessing the Wells Fargo site the current statements were not available. A comparison of CD rates shows P1FCU pays the highest interest. When Jan closes the Wells Fargo accounts the approximately \$180,000 will be divided into two CDs: \$100K in a 48 month certificate, the remainder in a 24 month one.

County checks for June were received after board packets were prepared; the deposit totals \$182,807.40

LIBRARY & STAFF REPORTS

Statistical reports for May and June were made available.

The trustees enjoyed a video tour of the branches' website pages using the TV from the Niimipuu grant–useful and convenient during board meetings. It allowed everyone to see the finished Kooskia shelves and furniture project.

Cindy Lundt, with Idaho Public Television did summer reading programs at most of the branches and gave each branch five Playpad tablets and headsets. These are being well received by the children. The tablets will be cataloged for in-library use.

Table covers and custom table runners with district logo will be ordered for each branch for use at library events and outreach programs.

The goal of having all branches' JE and J non-fiction weeded by the end of August is progressing well. NZP, WNC, CUL, LAP and PEC are finished. CRG is in progress, and KAM & KOO are still to be done.

UNFINISHED BUSINESS

The budget hearing will be Tuesday, August 29th at 9:30, immediately followed by the regular board meeting.

E-rate status – The Category 2 request for managed broadband service has been funded in the amount of \$7,191; which is 85% of the combined initial installation of upgraded equipment at each branch and the ongoing monthly service.

Purchase of van – Lisa obtained information from the Latah County Library District about the insurance cost and purchase price for their van, which will be taken into consideration for budget planning. It was agreed that extra rims and studded snow tires should be purchased as well.

Painting the Lapwai building – Discussion continued about coordinating with the local high school art department to have a mural painted on the side or front of the building to carry through on a suggestion Bert Henriksen had proposed. If they are interested they could choose from suggestions we offer, with the idea that later classes would maintain the mural, repainting as needed. Repainting the entire building will be delayed until the next budget year, and the mural arrangements made after that.

Cleaning of the Lapwai building is being done by Kelly's Cleaning Service, Lewiston. She will also give us an estimate for carpet cleaning.

NEW BUSINESS

We are saddened by the recent death of Bert Henriksen following a farming accident on July 24th. In addition to his many volunteer efforts and membership on various boards, he became a PRLD trustee in August 2016. He will be missed. The district will make a \$100 memorial donation to an organization named in his obituary. Cards were signed for Bert's family.

On a related matter, Jeanne Wasko, Mike's wife, has agreed to fill the vacancy left by Bert's passing, provided Idaho law does not prohibit married couples serving on the library board. She has attended board meetings as a guest for several months and is knowledgeable about the district, as well as having long been familiar with the VALNet library system and involved with the Nezperce branch.

A letter to be given to a patron in the event the patron is asked to leave the library was adopted as policy unanimously on Patty's motion seconded by Bev. It gives notice to the patron of the reason for and duration of the expulsion and includes the full Code of Conduct policy. The letter is to be used at the discretion of branch staff.

Winchester recently had an issue with tech equipment located in a closet in the workroom becoming dangerously overheated. The district's tech consultant advised better ventilation. Replacing the closet door with a louvered one and the wooden shelf on which the equipment sits with a wire one should allow plenty of air circulation. Jan will make arrangements with either the city or the Friends group to have that done.

A budget planning session was held earlier today. Bev moved and Mike seconded to approve the 2017-18 budget of \$691,669 subject to revised figures received from the counties up to the September filing deadline. Should revision be required, Lisa will make necessary adjustments. Motion passed. The budget will be published in mid-August prior to the budget hearing on August 29.

2016 Idaho statewide library statistics are available on the ICfL website at libraries.idaho.gov/stats. The district received a print copy available for review at the meeting.

On Patty's motion seconded by Bev, the Winchester Friends group will no longer be billed to reimburse the three extra open hours per week for the WNC branch. It was agreed that the district's overall payroll budget is adequate to cover the cost and it relieves the Friends group from an unnecessary burden.

No *Short Takes for Trustees* videos were viewed

NEXT MEETING Budget hearing: 9:30 AM, Tuesday, Aug 29, 2017, at the Lapwai library; regular meeting to follow.

ADJOURNMENT Meeting adjourned at 3:00 p.m.

Respectfully submitted,
Lisa Curnutt, Clerk of the Board