

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

July 31, 2018

The meeting was called to order at 2:20 PM by Chair Jan Grueter at the conclusion of the morning's budget planning session. Also in attendance were board members Bev Kayler, Patty Kries, Mike and Jeanne Wasko, and Lisa Curnutt, clerk, Claudia Jones and Lisa Puckett.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – The agenda was amended to add discussion of a concrete and fenced enclosure for the van. The motion to amend was made by Jeanne, seconded by Mike and passed, for the reason that information on the project was not available at the time the original agenda was posted and it was necessary for protection of the district's property to avoid another month's delay.
- Correspondence – none
- VALNet meeting – Claudia attended the July 17 VALNet and INLG meetings in Lisa C.'s absence and reported, referring to draft minutes provided to the trustees. VALNet directors will meet again August 14, 9:30 AM at the Lewiston library.

APPROVAL OF MINUTES

Jeanne moved that minutes of the June 28, 2018, meeting be approved; Bev seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Patty moved and Jeanne seconded to approve the Statement of Expense for \$40,362.80. The Profit and Loss statement was approved on Mike's motion seconded by Patty. Both motions passed.

The P1FCU bank statement was reviewed.

LIBRARY & STAFF REPORTS

Quarterly stats on circulation, new borrowers, OverDrive, computer and wi-fi use were briefly reviewed.

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

- Kamiah has an AmeriCorp volunteer; these are at no cost to the district.
- Julie/LAP took the Breakout kit to the office of Idaho Probation and Parole where she did an outreach program for the staff there.
- Julie will begin full-time hours in the September pay period as the LAP branch manager. Dixie will continue her half-time work as circulation manager.
- Another full-time position is being added to HQ staff, to be filled by April B. in the fall if her circumstances permit. The main responsibilities would be programming and promo, with emphasis on STEM programming on- and off-site, as well as website management and publicity. As with all positions, it includes other duties as needed.
- Jeanne asked about checking out other agencies' items on a branch's resource card in connection with doing a display at NZP for the Great American Read.

UNFINISHED BUSINESS

Van artwork – The van was available at the library for the trustees to see the custom wrap recently installed by Fast Signs in Lewiston. It was a big hit. Fast Signs also does other custom items; Lisa P. reported on prices of custom imprinted book bags.

E-Rate – The appeal was filed on July 12th, and consisted of the argument made by E-Rate expert Holly Davis. If successful, we should receive 80% of the amount eligible for funding, i.e., 80% of the 85% of the annual cost of the managed broadband portion of our funding request. The appeal is still in review.

New server – Nothing new to report since the last meeting.

LAP flooring – This is to be done before September 30.

NEW BUSINESS –

Budget planning – A planning meeting was held this morning at 9:30. Slight modifications may be necessary prior to publication of the budget and next month's hearing, should the counties provide updated figures.

ILA – Lisa P. is working with Jan, Jeanne and Mike to get them registered for the October conference. Patty and Bev have not decided to attend.

New computers – All patron and staff computers will be upgraded before September 30. Feedback from the branches indicates patrons prefer desktop machines over laptops, so we will order the same number of each. To save money we will use the existing monitors and keyboards and replace them only as needed.

Van enclosure – Lisa P. obtained quotes for fencing and concrete work for adding a fenced, gated enclosure that would allow the van to be securely parked at the library instead of at the city's firehouse for convenience and accessibility. The city's 10' setback rules prevent adding a roof. The entire back (east side) of the building will be concrete from the building to the fence and extending to the curb on the south end. A chain link fence will be put at the east edge of the property from corner to corner, with a 12' rolling gates on the south end, and a 4' gate at the north end to allow access to the propane tank. This is estimated to cost \$25,000 based on preliminary quotes. It is planned for the 18-19 FY.

Director applications – Four applications were received and reviewed. One candidate will be invited to do a video interview, as he is from Iowa. Applications will continue to be accepted. Lisa C. will list the position on indeed.com.

NEXT MEETING Tuesday, August 28, 2018, immediately following the 9:30 AM budget hearing at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 4:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board