

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

June 26, 2017

The meeting was called to order at 9:40 AM by Chair Jan Grueter. Also in attendance were board members Bev Kayler, Patty Kries, Mike Wasko, Bert Henriksen and Director/Clerk of the Board Lisa Curnutt.

RECOGNITION OF VISITORS – Jeanne Wasko, Nezperce.

REVIEW

- Agenda – No additions or amendments to the agenda were made.
- Correspondence – None
- VALNet meeting – No meetings have been held since May 18. The next meeting is August 8 in Moscow.

APPROVAL OF MINUTES

Mike moved that minutes of the May 30, 2017, meeting be approved; Patty seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

June's Statement of Expense for \$37,882.59, was approved on Mike's motion seconded by Patty. June's Profit and Loss statement was approved on Bev's motion seconded by Mike.

Copies of the monthly bank statements were reviewed. Lisa will get CD rates from several banks to aid in deciding where to place the money currently in the Wells Fargo checking and savings accounts.

A check for \$154 was received from the State Insurance Fund as a prorated refund of worker's comp premiums after the elimination of our custodian position upon Verlon's retirement.

LIBRARY & STAFF REPORTS

Newspapers and emails relating to promoting and publicizing branch events were included in the board packets or made available at the meeting, and various branch activities were discussed.

A district staff meeting was held at the Kamiah branch on June 12, an excellent meeting. Staff were very involved in the discussions, sharing info about conferences they had attended. April gave a demo of STEM items she received at the Make It training in Lewiston or has purchased with stipend funds not needed to cover her travel expense. We also reviewed changes to the process of relocating books among branches, and introduced Tamera and Cindy to the staff. Chris and Paula spoke to the group about the *Prepare* training they both attended, the scope of which went beyond good customer service skills to address safety of staff and patrons in the library. Lisa C. reported being very impressed with our staff's abilities in handling difficult situations in the library, and that they have benefited from customer service and safety trainings.

To correct early information, the Craigmont city council has *not* decided to work toward moving the library into the former bank building. In light of that, Lisa will not attend the city council meeting on July 11.

ABC Mouse, a fun learning program for kids and free to libraries, has been added to PRLD's website. Chris/WNC alerted Lisa P., who arranged with the vendor to have it connected to the branches' IP addresses. Patrons must use it at the library.

Kooskia shelves and furniture project – The furniture has recently shipped. Installation of the shelves is expected on July 11.

In addition to Kamiah's \$500 Summer STEM grant, KAM was also awarded another \$500 Maker Camp grant, also provided with funds from the Idaho STEM Action Center and administered by ICfL.

A private donation of \$500 was given to KAM for all the activities they provide to the community. The money will be used to buy materials for field trip kits that can be checked out and used for the day, for gold prospecting, plant identification, rock hounding, etc.

Dixie completed an incident report for the file relating to her fall over the bike rack in front of the building. She had slight injuries to her hand and shoulder. She does not anticipate needing medical care.

No estimates have been received from the two painters in Lewiston Lisa contacted. Jerry R., Cottonwood, is also booked until later summer 2018 but referred Lisa to someone who could provide names of other possibilities.

UNFINISHED BUSINESS

E-rate status – The Category 2 Form 471 is still in review with no pending inquiries.

The TV, A/V cart & webcam that have been set up as part of the Nimiipuu Health grant will primarily be used for meetings and movie nights.

Trustee Connections workshop – Lisa will register Bert, who will ride with Jan and her.

Purchase of van – A 12-passenger van that can be used without seats for cargo seems the best suited to our needs. Lisa will continue to research options. Mileage for these vans is estimated to be 15 mpg; it would be used a minimum of two trips per month for relocates and rotating collections.

NEW BUSINESS

Lisa has contacted a cleaning service for the Lapwai branch after the custodian's retirement, emailing a proposed schedule and asking for a cost estimate.

Items weeded from PRLD and thought to be in good enough condition to remain in VALNet will be offered to the Grangeville Centennial Library. Weeded books will be set aside until GCL can choose those they would like to take over. A change of ownership process is easier and faster than deleting them from the system and will benefit both agencies. When children's books are weeded they will similarly be offered to the Culdesac school district.

Election of officers – Current officers will keep their same positions for another year, by unanimous vote on a motion by Mike seconded by Bert. Chair - Jan Grueter, Vice Chair - Bev Kayler; Treasurer – Patty Kries.

The Bylaws were recently reviewed and updated in March, 2017. Lisa will compile other past policies for review at later meetings.

The trustees conducted an evaluation of the library director immediately after the meeting.

Bert suggested the LHS art class be contacted about a mural on the library building.

NEXT MEETING

Budget planning session at **9:30 AM** on Monday, June 31, 2017, at the Lapwai Library.
Regular meeting to follow at **1:00 PM**. Lunch will be brought in.

ADJOURNMENT

Meeting adjourned at 12:00 p.m.

Respectfully submitted,
Lisa Curnutt, Clerk of the Board