

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

June 28, 2018

The meeting was called to order at 9:30 AM by Chair Jan Grueter. Also in attendance were board members Bev Kayler, Mike and Jeanne Wasko, and Lisa Curnutt. Patty Kries was excused.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes
- Correspondence – none
- VALNet meeting – no meetings have been held since the last report.

APPROVAL OF MINUTES

Bev moved that minutes of the May 29, 2018, meeting be approved; Jeanne seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Bev seconded to approve the Statement of Expense for \$38,129.66. The Profit and Loss statement was approved on Mike's motion seconded by Bev. Both motions passed.

The P1FCU bank statement was reviewed.

LIBRARY & STAFF REPORTS

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

There have been several nice newspaper articles in the Clearwater Progress specifically about the STEM grants, materials and programming at the KAM and KOO branches. Coverage about the summer reading activities has also been thorough. April is doing a good job with publicity.

The staff met on Monday, June 18th at Nezperce from 9-4. Jeanne W. also attended, and Mike joined part of the meeting. Dena/KOO gave a demonstration on snap circuits, which she has purchased for her branch with STEM grant funds. April brought other STEM gizmos and games for show and tell, also bought with grant funds. Staff discussed the district's new policy to not charge minors fines and were asked to come to the September meeting with ideas for helping adult patrons reduce their fines as well. The group reviewed VALNet's new self-registration process; instructions are posted on the VALNet staff pages.

District branches will be closed Oct 4-5 to allow all staff to attend the ILA conference in Moscow this year.

UNFINISHED BUSINESS

Van artwork – Lisa has continued to work with Fast Signs to refine the design.

E-Rate – Lisa reported on the status of the denial of Category II services (managed broadband). Our service provider, First Step, has been in touch with others who may intervene on the district's behalf. They believe the denial is in error. Lisa is keeping Dylan Baker, the Idaho Commission for Libraries' E-Rate consultant, apprised of the status; he has offered to help with an appeal if necessary.

New server – The network problems affecting most branches in recent weeks initially thought to have been a server problem have been fixed, at least temporarily, by replacing two switches at the Lapwai branch. The server will still be replaced as planned, as it is about six years old.

Business Profile – A full page ad is \$440, a half page ad is \$280, with 15,000 copies issued. A full-page ad will allow us to include staff photos by branch, as well as a photo of the van. April will design the ad. It can be sent in anytime between now and mid-December. The earlier we submit it, the closer to the front it will be.

E-rate – the district’s Category 2 request, which was for managed broadband, has been denied on the basis that the particular SonicWall units in use are not on USAC’s list of eligible equipment, despite the fact this is a continuation of last year’s contract using the same equipment, which was approved last year. Our vendor believes the denial is in error; an appeal will be filed. The cost of the service is \$6780. Category 1 services (regular internet and small amount for phone service) have already been approved.

Medical insurance – On Mike’s motion seconded by Bev, the trustees voted to make medical coverage available to employees only. Employees’ family members are not eligible for coverage on the district’s policy.

Benefits for part-time staff – The trustees approved new personnel policy language relating to benefits for part time staff.

Policy manual – review of library policies was again tabled in the interest of time.

NEW BUSINESS –

Budget planning – A planning meeting will be held at 9:30 on Tuesday, July 31, with the regular board meeting to follow after lunch.

NEXT MEETING Tuesday, July 31, 2018, immediately following the 9:30 AM budget meeting at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 12:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board