

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

March 27, 2017

The meeting was called to order at 9:30 AM by Chair Jan Grueter. Also in attendance were board members Bev Kayler, Patty Kries, Bert Henriksen, Mike Wasko 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 – The budget was passed. Based on the new fee structure, PRLD's member fees are decreased \$22,000 for the 17-18 FY. Minutes of the February meeting were provided.

Approval of minutes – Bev moved that minutes of the February 28, 2017, meeting be approved; Bert seconded. Motion passed.

Statement of Expense / Financial reports –

March's Statement of Expense for \$33,466.09, was approved on Patty's motion seconded by Mike. March's Profit and Loss statement was approved on Mike's motion seconded by Bert.

Copies of the monthly bank statements were reviewed.

Library Reports

Tamera Tyler has been hired as the new Admin Assistant. Her primary task is payroll, bills, and miscellaneous financial and administrative work. She will also work at the circ desk when time allows and will eventually take on more duties to free up Lisa P.'s time so she can refocus on tech and education. Cindy Steiger will also begin training as a sub, primarily in the Kamiah/Kooskia area, spending some time training at several branches, including Lapwai.

The March 13 staff meeting included a morning of Idaho Child Care Reads programming presented by Staci Shaw and Tammy Hawley House of the Idaho Commission for Libraries at no cost. Jeanne Wasko attended, as did two guests from the Grangeville public library. The staff enjoyed the presentation and gained a lot of knowledge about early literacy and reading readiness skills to use in their own programming and pass on to parents of small children. Each branch received a free books and toys to promote early reading skills. Our next staff meeting will be Monday, June 12 at the Kamiah library.

Jan G., Chris C., Paula W., Lisa P., and Lisa C. attended the *Prepare* training sponsored by the Asotin County Library and offered free to all VALNet staff. It was meant to help staff avoid and deal with potentially threatening situations in the library.

Lisa C. attended ICfL's 2nd annual Directors' Summit in Boise March 2 & 3, finding it very informative and engaging. The final session related to trustees; the ideas and suggestions will be used to plan ICfL's trustee workshops around the state later this year. Mike and Jan would like to attend; the other trustees will wait until the time is closer to decide.

The annual convention for Koha will be held in Coeur d'Alene this August. Attending will be Koha users and developers from all over the world, including some from VALNet.

The two additional laptops for Winchester's expanded patron computer area have been received. Lisa P., will do the set up and install them.

Lisa C. and Lisa P. were given access to the vacant Wells Fargo building in Craigmont. It has a nice amount of space, is in good condition, and could make a nice location for the library with a small amount of work, which would be the responsibility of the City; their interest in doing that is unknown. No further action will be taken by the district unless we are contacted again.

The Kooskia book shelf and furniture project is progressing. The Friends have agreed to pay half the cost of the shelving and are in the process of selling the oak tables and chairs.

A 55" TV has been delivered as part of the Nimiipu Health grant in which PRLD was included. An AV cart for the TV and a webcam and other equipment are still to be received. More information about the terms of the grant as to how and where the equipment can be used will come from Kylena with Nimiipu Health.

Unfinished Business

Changing banks –Checks, deposit slips and an endorsement stamp have been received. Bills will now be paid from the Advanced share draft account. The VISA cards have also arrived.

Trustee elections – Bert's and Patty's petitions and declarations for candidacy have been certified with Nez Perce and Idaho counties, respectively. As required, the library was open until 5 PM on Friday, March 17, to accept any candidacy filings. None were received.

Updated trustee bylaws were adopted on a motion by Bert seconded by Patty and passed unanimously.

Trustee training videos – Plans to watch one of the 10 Short Takes for Trustees did not work out. The trustees have access and will try to watch them at home, and we will try again to do one at the next meeting. They will be available through June.

The budget hearing and regular board meeting scheduled for August 28 will be rescheduled for Tuesday, August 29. Lisa will notify the three counties about the revised hearing date.

New Business

Lisa C. and Lisa P. will attend ARSL (Association of Rural and Small Libraries) in St. George, UT, September 6-9.

Next Meeting

The next regular meeting will be at the Lapwai Library at 9:30 AM on Monday, April 24, 2017.

Adjournment

Meeting adjourned at 11:00 a.m.

Respectfully submitted,
Lisa Curnutt, Clerk of the Board