

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes  
March 28, 2018

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The meeting was called to order at 9:15 AM by Chair Jan Grueter. Also in attendance were board members Jeanne and Mike Wasko and Lisa Curnutt. Bev Kayler and Patty Kries were excused.

RECOGNITION OF VISITORS – none.

## REVIEW

- Agenda – no changes
- Correspondence – none
- VALNet meeting – Lisa reported on the March 6<sup>th</sup> meetings of VALNet and INLG, in which were discussed self-registration, keeping Freegal, progress on the VALNet logo, patron notifications via text, and budget planning. Copies of minutes were included in board packets.

## APPROVAL OF MINUTES

Jeanne moved that minutes of the February 27, 2018, meeting be approved; Mike seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

February financial reports were approved on motions passed as follows:

Mike moved and Jeanne seconded to approve the Statement of Expense for \$37,662.30. The Profit and Loss statement was approved on Jeanne's motion seconded by Mike. Both motions passed.

The P1FCU bank statement and the government investment pool's website were reviewed. Moving into the investment pool was first discussed prior to moving accounts from Wells Fargo to P1FCU. The P1FCU accounts pay interest comparable to the government investment pool's, so no further action will be taken.

## LIBRARY & STAFF REPORTS

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

Lisa reported on the district-wide staff meeting at Winchester on March 12 and on the ICfL Directors' Summit in Boise on March 1-2.

CRG – Lisa C. and Lisa P. met with the Friends group on March 15. Lisa C.'s memo was included in the board packets, and covered the explanation of what entities play what roles and the development of a plan for moving forward, with the city, the Friends and the district participating. The Friends understand their role in raising necessary funds and agreed that an architect should be hired to draw up plans which would determine if the project will proceed.

CUL – A suitable replacement for the circ desk has not been found.

KOO received a \$500 STEM grant, signed up for kindergarten Jump Start, and has a new fiber arts group.

KAM won a 3D printer in a STEMfinity giveaway. They are busy planning ways to use it for programming.

LAP – The estimate for new flooring in the main library area is expected to cost about \$17,600. Flooring has been picked out, but because of the expense, installation will wait until later in the budget year or be postponed until next budget year.

The bookkeeping/admin assistant position has not been advertised yet. Existing staff are taking on those duties for the time being.

#### UNFINISHED BUSINESS

Benefits for part-time staff – Holiday pay since Oct 1 was added to employees' March paychecks. After reviewing projections, the board revisited sick and vacation accruals approved at the last meeting. The accrual increments are expected to be reduced to be more appropriate to the district's staffing needs. Lisa will present other options at the next meeting. In any case, only regular employees, whether full and part time, accrual vacation and sick time. Subs or temporary workers are not eligible.

Policies – Vehicle, volunteer, and confidentiality policies were postponed to the next meeting in the interest of time.

#### NEW BUSINESS

Erate – Form 471, the second of the three filed in each funding year, was certified on March 14. The only bid received was CenturyLink's and was for service and pricing they currently provide the district.

Van artwork – Fast Signs is designing a vinyl wrap estimated to cost \$2 – 3000. They also have customized signs of perforated vinyl for covering windows, as well as sandwich boards, feather flags, and 3-D lettering to mount on building exteriors.

The budget hearing will be Tuesday, August 28, 2018, at 9:30 at the Lapwai library immediately prior to the regular board meeting. Lisa will notify Nez Perce, Idaho and Lewis counties by the April 30 deadline.

The trustees were in favor of buying an ad in next year's Business Profile. It should include a group picture of the district staff and include both first and last names. April B. will follow up.

NEXT MEETING Tuesday, April 24, 2018, 9:30 AM, at the Lapwai Library.

The trustees would like to hold their meetings at other branches occasionally when the weather is good.

ADJOURNMENT Meeting adjourned at 12:05 PM

Respectfully submitted,  
Lisa Curnutt, Clerk of the Board