

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

May 30, 2017

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The meeting was called to order at 9:30 AM by Chair Jan Grueter. Also in attendance were board members Patty Kries, Mike Wasko and Director/Clerk of the Board Lisa Curnutt. Bev Kayler and Bert Henriksen were excused.

RECOGNITION OF VISITORS – Jeanne Wasko, Nezperce.

## REVIEW

- Agenda – No additions or amendments to the agenda were made.
- Correspondence – None
- VALNet meeting – The consortium has adopted a “keep what you collect” policy for fines. Rather than sending **fines** collected at one library to the library owning the item, the collecting library keeps the money as its own. **Fees** paid for lost or damages items, i.e., for item replacement, are still sent to the owning agency. After a two-month experimental period from March 15 to May 15, the process was found to save much time and effort, be favored by VALNet staff, and was made permanent at the May 18 directors’ meeting.

## APPROVAL OF MINUTES

Mike moved that minutes of the April 24, 2017, meeting be approved; Patty seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

May’s Statement of Expense for \$57,394.47, was approved on Patty’s motion seconded by Mike. May’s Profit and Loss statement was approved on Mike’s motion seconded by Patty.

Copies of the monthly bank statements were reviewed. The Wells Fargo credit card account was closed on May 15. Two outstanding checks from November 2016 remain to be cleared through the Wells Fargo checking account. Since the checks will sunset by next month, the account can be closed; if the checks are presented payment can be reissued from the P1FCU account. A decision will be made at the next meeting about what to do with the funds from the Wells Fargo savings and checking accounts when they are closed.

## LIBRARY & STAFF REPORTS

OverDrive e-book and e-audiobook statistics from January 1 through May 15 were reviewed. PRLD’s usage is under 10% of the total, with Moscow and Lewiston patrons constituting much of the collection’s use. We continue to purchase e-titles monthly. Overall, audiobook checkouts are slightly more than e-book checkouts.

Kooskia shelves and furniture project – The furniture order was placed on May 16: 16 chairs in four colors, 2 square and 2 rectangular tables, all on tilt bases. Shipping was free, saving hundreds of dollars of the original estimate.

Kamah received a \$500 Summer STEM grant from ICfL with funds provided by the Idaho STEM Action Center which are to be used for outreach STEM programming.

Lisa C. attended ICfL’s Meet & Greet in Boise on May 11, meeting staff and touring the offices. Travel costs will be reimbursed by ICfL.

April and TJ attended a ½ day ILA regional conference in Coeur d’Alene on May 19 and will report on it at the PRLD staff meeting. ICfL is the state library agency; ILA is the professional organization for Idaho librarians. The two coordinate closely.

Lisa C. will attend the first two of a four-day Koha-US conference in Coeur d’Alene in August, as part of her involvement as a VALNet system administrator. Registration is \$25.

Two new laptops purchased by the district have been installed at Winchester. New computer desks built and installed by local volunteer(s) now house the branch’s expanded computer lab.

Summer reading plans were summarized in copies provided to the trustees. KAM and WNC will also be receiving handouts from PBS for summer activities.

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

Staff misc – Cindy S. came to LAP for additional training on May 24. Verlon Alford retired as custodian. We will use an outside cleaning service rather than hire a replacement.

#### UNFINISHED BUSINESS

E-rate status – Funding had been approved and a *Funding Commitment Decision Letter* received for regular internet service (Category 1). Funding for managed broadband service (Category 2), submitted later, is still in review.

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

Trustee Connections workshop – Lisa will register Jan, Mike and herself for the Coeur d'Alene session on Monday, August 7, 10a-4p, at the Coeur d'Alene Public Library. Mike will schedule his own travel. Jan and Lisa will drive up for the day.

Craigmont bank building – The city of Craigmont is interested in moving the library into the old bank building across the street. Lisa plans to attend the July 11 city council meeting. Jan will call Sandy Riggers for more information.

#### NEW BUSINESS

Kiwanis radio ads ran on May 13, with our branches grouped into three separate ads, at \$25 each. Each ad was read three times during the day and included information about the branches' summer reading activities.

The district is considering the purchase of a van due to the quantities of library materials we move among the branches that should not go by VALNet courier. A used one (2001-2 model) with low mileage may be available, but to avoid repair and maintenance issues, and to have the benefit of a warranty a new one may be preferable. Lisa will research options. The Lapwai mayor has agreed to allow a library van to be parked in the locked city lot near the library at no cost.

The parking lot was resealed and repainted the weekend of May 20 at a cost of \$1,815, the same as the original project. It had been 2 ½ - 3 years since the original paving. Resealing is scheduled for every 2 years.

Estimates are being sought for repainting the library and shed at Lapwai. If there is money in the budget for it, the project should be done by the end of September. Lisa has been in touch with Karl's Painting and Valley Painting but no estimates are available yet. Other names were discussed at the meeting.

A tort claim was filed May 9 against the city of Kooskia for a fall by a patron when entering the Kooskia library that occurred on February 10, 2017. Lisa phoned ICRMP and was told ICRMP's first obligation, since only the city has been named, is to defend the city of Kooskia. We will await developments.

Trustee videos – No *Short Takes for Trustee* videos were viewed due to the length of the meeting.

The trustees will conduct an evaluation of the library director immediately after the June 26 meeting, and each year at the annual meeting in June.

#### NEXT MEETING

The next regular meeting will be at the Lapwai Library at 9:30 AM on **Monday, June 26, 2017.**

#### ADJOURNMENT

Meeting adjourned at 12:00 p.m.

Respectfully submitted,  
Lisa Curnutt, Clerk of the Board