

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

May 29, 2018

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

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes
- Correspondence – none
- VALNet meeting – Minutes of the May 15 director's meeting and May 8 circulation committee meeting were provided. The new VALNet logo has largely been approved.

APPROVAL OF MINUTES

Mike moved that minutes of the April 24, 2018, meeting be approved; Bev seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

Jeanne moved and Patty seconded to approve the Statement of Expense for \$50,304.11. The Profit and Loss statement was approved on Bev's motion seconded by Patty. 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:

KOO & KAM were both awarded \$500 Week of Making grants from the Idaho STEM Action Center.

Arrangements have been completed for Lisa P., Dena P., Chris C., and April B. to attend the ARSL conference (Assoc. of Rural and Small Libraries) in Springfield, IL, this September.

The back window of the van was broken out sometime before April 26. Lisa went to get it for the rotation/relocation trip and when she got in and closed the door the already shattered window broke out of the frame. It's unknown whether it was the result of vandalism or something else. No signs of vandalism were apparent. The van is kept in a locked chainlink fence enclosure attached to the fire station. Inland Auto Glass was able to get the replacement immediately and installed it before noon the following day. PRLD paid the glass company the \$500 deductible. Lisa will check with Rogers Motors to see about warranty coverage.

Congratulations to Lisa P., who recently completed Idaho's two-year PRIMA certification course. Idaho's PRIMA (Public Risk Management) has been used as a model in other states and covers recruitment and personnel management, employer policies, torts, public liability issues, public records, open meeting laws and more. Claudia J. and Lisa C., have previously completed the same course.

There was discussion about several staff positions and potential shifts in job locations and duties, as well as the possibility of making available spouse medical coverage at the employee's expense, to be discussed further at the next meeting. Lisa will investigate whether PRLD could participate in an insurance pool for state, county or other government employees to reduce medical insurance costs. Options for selecting a new director upon Lisa C.'s eventual departure were considered.

The next staff meeting is Monday, June 18th at Nezperce from 9-4. Trustees are always invited, even if just for lunch.

UNFINISHED BUSINESS

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

Lapwai building – the exterior painting of the library building and storage shed was recently completed by Darling Painting, Pullman at a cost of \$6500. At Bev's suggestion, Lisa will send a thank you to Jack and Kym Darling.

Benefits for part-time staff – Vacation and sick leave earned since Oct 1st were added to employees' May paychecks. Trustees will review updated personnel policy language necessitated by this change at the next meeting.

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.

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

Fines for minors – While mindful of the importance of promoting good borrowing habits in children and youth, consensus among the trustees is that the district's objective on this subject is to make books available to children. It was noted that children often have no practical way of paying fines or their cards were used by other family members, etc. Jeanne moved that the district give fine/fee amnesty on amounts owing the PRLD by those with a "minor" library card as of June 1st so kids can check out books immediately. Patty seconded; motion passed.

An amnesty for adult patrons is planned for September or October. Suggestions for ways of allowing patrons who have difficulty paying library fines include Canned food drive, read-downs, fresh start week, and allowing limited checkouts were suggested as ways patrons who owe fines can reduce them and have use of library materials. This will be on the June 18 staff agenda.

NEW BUSINESS –

Jeanne brought information about The Great American Read, a PBS event where people can vote daily for their favorite book. At the conclusion of the event PBS will announce the winner. She asked that this be promoted throughout the district.

We are getting a quote from First Step for a new server; ours is six years old and is showing signs of needing replaced. When new, the existing one was expected to last about five years.

On July 1st, public meeting laws will require that we post the board meeting agenda on our website or social media. An "action item" designation must be given to agenda items that require a vote. Action items may not be added to the agenda once the meeting starts except in case of emergency, and the emergency must be explained in the meeting minutes.

Everybody Reads – Certain arrangements have been changed to accommodate the author's pregnancy and travel needs. The date of the Nezperce event has been changed from Tuesday, November 6, to Monday, November 5.

NEXT MEETING **Thursday, June 28**, 2018, 9:30 AM, at the Lapwai Library.

ADJOURNMENT Meeting adjourned at 12:15 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board