

## PRAIRIE-RIVER LIBRARY DISTRICT

### Board of Trustees – Meeting Minutes

October 26, 2015

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The meeting was called to order at 9:35 AM by Chair Karol Hoisington. Also in attendance were board members Patty Kries, Bev Kayler, Jan Grueter and Mike Wasko, and Director/Clerk of the Board Lisa Curnutt.

Recognition of Visitors None.

#### Review

- Agenda – no agenda items were added.
- Correspondence – Thank you notes from staff for bonuses were passed around.
- VALNet meeting – Minutes of the September 15, 2015, meeting and draft minutes for the October 14 meeting were available. Topics discussed were the progress of VALNet's logo redesign, what consortium-side statistical information should be reviewed regularly, among other things.

Approval of minutes – Patty moved that minutes of the September 28 meeting be approved; Bev seconded. Motion passed.

Statement of Expense / Financial reports – Jan moved to accept the September 2015 Statement of Expense in the amount of \$37,903.94; Patty seconded the motion. October's Profit & Loss was not available due to Lisa's absence during part of the preparation of board packets; it will be included in November's packet.

Copies of the monthly bank statements were reviewed.

Lisa reported that all trustees' names are on the Wells Fargo credit card account. Moving accounts away from Wells Fargo to Pottlatch Federal Credit Union was briefly discussed; no opposition was expressed but no action was planned at this time.

Library Reports – Statistical reports were reviewed.

The new carpeting was recently installed in the Lapwai back office and the combination deadbolt lock has been installed on the side door. An additional code can be used to allow temporary access; this was done for the carpet installers, eliminating the need to have staff let them in on closed days; the code was then deleted after they finished. The floor mats ordered to keep the carpet clean in high traffic areas don't work well on the carpet and may be used elsewhere in the main library.

The staff meeting originally planned for August 17 but canceled because of the area's wildfires was held October 12 on the Columbus Day holiday, a day the libraries would have closed, minimizing library closures. Claudia and Bob Jones attended for part of the day, and a lovely retirement tribute from all staff, put together by Lisa Puckett was enjoyed by all.

Lisa Curnutt and Lisa Puckett attended ILA in Boise September 30 - October 2, dividing their sessions to gain as much information as possible.

Lisa Puckett also attended the IT Academy training in Coeur d'Alene on October 6. The program being offered through the state's Department of Education offers self-guided training on various computer programs, but is felt to be better geared toward already skilled users, not for beginners. PRLD's patrons seem more interested in more

basic computer instruction, which we provide through other means, so we will not be supporting IT Academy in our branches, at least for the time being.

Lisa Puckett and Chris Case, the Winchester manager, will attend ICfL's Read To Me Rendezvous in Boise November 5<sup>th</sup> and 6<sup>th</sup>. Christie Wilson, the Culdesac manager, will be unable to attend as planned. ICfL will pay all expenses.

Lisa Puckett, in addition to her other duties, will be doing the payroll and bills. On a related subject we spoke about having someone in charge of publicity and public information on a part time basis; the trustees are in favor of this and Lisa C. will outline the scope of the position and present it at a later meeting.

Jan sent photos of Chris/WNC's display for Curl up With a Classic, this year's Family Reading Week theme; they'll be doing a winter reading program.

#### Unfinished Business

The review of the personnel policy was again tabled until the next meeting. Lisa will redraft the language relating to the policy for allowable meal expenses and will send the trustees the information she received from Jim McNall/ICRMP. Trustees are reminded to bring their (blue) copies to the November meeting.

#### New Business

The board meeting schedule for 2016 was established. The only meeting not on the regular last Monday of the month is in May, when the meeting will be Tuesday, May 31<sup>st</sup>, the day following the Memorial Day closure.

#### Next Meeting

The next regular meeting will be held at the Lapwai Library at 9:30 AM on Monday, November 30, 2015. There will be no December meeting.

#### Adjournment

Meeting adjourned at 10:50 a.m.

Respectfully submitted,  
Lisa Curnutt, Clerk of the Board