

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

October 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 Bev Kayler, Patty Kries, Mike and Jeanne Wasko, and Director/Clerk of the Board Lisa Curnutt.

RECOGNITION OF VISITORS – none

## REVIEW

- Agenda – The audit was added under New Business.
- Correspondence – This included thank you cards from staff and one from Bert Henriksen's family for the memorial contribution.
- VALNet meeting – Lisa reported on the October 12<sup>th</sup>. Developments are still under consideration, as are a new logo and an orientation packet and mentoring for new staff, especially new directors.

## APPROVAL OF MINUTES

Bev moved that minutes of the September 25, 2017, meeting be approved; Mike seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

The October Statement of Expense for \$51,821.19 was approved on Patty's motion seconded by Jeanne. The Profit and Loss statement was approved on Bev's motion seconded by Jeanne. Both motions passed.

The P1FCU bank statement was reviewed.

## LIBRARY & STAFF REPORTS

FY16-17's year-end statistical info was presented in an infographic of attendance, circulation, wi-fi and computer use, included PRLD's branches' portions of OverDrive checkouts over 10% of the VALNet total.

Branch news was shared. Julie/LAP, Doreen/PEC, and Jenny/NZP will attend ICfL's Read to Me Rendezvous Nov 2-3 in Boise. ICfL will pay for 2 airline tickets and possibly part of the third.

The 48" flat screen television donated by a Nezperce patron will be located at Culdesac when it is available. Two TV stands were purchased to see which would be better to support the 65" TV we intend to buy for the branches in coming months; the plan is to take advantage of holiday sales.

Folding tables, table cloths and customized banners have been ordered for use at library and community events. Julie used them at the Lapwai schools' Celebrating Family night. Her tables of giveaway books and craft activities attracted many kids and their families and were good exposure for the library.

Dixie will begin semi-retirement in January, working approximately half time in accordance with PERSI eligibility requirements for retirees. She will continue to do the majority of her current duties but will relocate to the back office.

## UNFINISHED BUSINESS

Everybody Reads will be held at the Nezperce library Wednesday, November 8<sup>th</sup>, at 7 PM. The district will provide a meat and cheese tray, tableware supplies, coffee and water. The Friends group will also provide cookies.

New flooring at LAP: Darrel Mohr came to look at the project and discuss possibilities. Lisa will pick up samples and he will provide some cost estimates.

Policy manual – Copies of an example policy manual were given to the trustees in preparation for a work session following next month's board meeting. The collection development policy will be addressed; Jeanne suggested incorporating book club kits as part of our collection.

#### NEW BUSINESS

On Patty's motion seconded by Jeanne, the trustees passed a motion to purchase Idaho Library Association memberships for the trustees and the director.

Lisa has filed updated election information with Nez Perce, Idaho and Lewis counties. Current terms expire as follows: Patty – 2023; Bev – 2021; Jan – 2021; Mike – 2019; Jeanne – 2019.

New tables and chairs like the ones at Kooskia have been ordered for Culatesac and Winchester, allowing for more versatile use of the space. Lisa P helped Lynda do some reorganizing at Culatesac, cleaning out the back room and moving shelves to make room for tables, chairs and a TV/cart that will be used for various programming and drop-in activities.

The city of Craigmont has agreed to the library moving to the old bank building but the city's commitment to involvement in the potential project are unknown. Lisa P. gave a report of the October 26 walk-through she went on that also included branch manager TJ Breeze, the Friends' group members Loretta Houston, President; Vee McMillen, Sec/Treas; Barbara Thomason; Gayle Way; Clearwater Economic Development Association [CEDA] representative Angie Edwards-Kuskie. Modifications to the building were discussed: what to do with the door to the vault, the flooring, removal of the teller desks, upgrading the bathroom to ADA, converting the bank's night deposit to a book drop, airlock entry, and use of the small office room, to name a few. The city wants to continue storing and have access to records currently kept in the building. Having a builder/contractor look at the building was proposed as a next step. The Friends groups will contact someone in the area.

The board has approved implementing prorated benefits for part-time staff. Lisa gave the trustees copies of a proposed approach, to be discussed at the next meeting, whereby vacation and sick pay would accrue based on the number of hours worked; our bookkeeping software accommodates that method.

Maria Wren, Presnell Gage, did the site visit for the 16-17 audit on November 1<sup>st</sup>.

The trustees voted to make a memorial contribute of \$100 to the Oreta Stuart Scholarship Fund, in honor of Lisa C.'s mother who passed away recently.

NEXT MEETING Monday, November 27, 2017, 9:30 AM at the Lapwai library.

ADJOURNMENT Meeting adjourned at 12:00 PM

Respectfully submitted,  
Lisa Curnutt, Clerk of the Board