

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

September 25, 2018

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The meeting was called to order at 9:50 AM by Chair Jan Grueter. Also in attendance were board members Patty Kries, Mike and Jeanne Wasko, Claudia Jones, and clerk Lisa Curnutt. Bev Kayler joined the meeting around 11:30.

RECOGNITION OF VISITORS – Leonard Van Dyke, a prospective replacement for Bev Kayler attended.

## REVIEW

- Agenda – Increasing the number of library card holders was added under new business (not an action item)
- Correspondence – None
- VALNet meeting – The directors meet tomorrow. Expected topics include progress of the OPAC redesign, new library cards featuring the new logo.

## APPROVAL OF MINUTES

Patty moved that minutes of the August 28, 2018, meeting be approved; Mike seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

Mike moved and Jeanne seconded to approve the Statement of Expense for \$112,004.38. The Profit and Loss statement was approved on Patty's motion seconded by Jeanne. Both motions passed. It was noted that the large expense figure includes staff bonuses, the annual ICRMP premium, replacement of all staff and patron computers and conference expenses for both ARSL and ILA.

The P1FCU bank statement was reviewed.

## LIBRARY & STAFF REPORTS

Local newspapers with library news were made available during the meeting.

KOO & CRG were both awarded \$325 Great Cardboard Challenge grants from the Idaho STEM Action Center. Cardboard Challenge events will be held October 6th.

A PRLD staff meeting was held yesterday at the Nezperce branch. Lisa P., Chris, April and Dena all reported on their recent ARSL trip. This was also Lisa C.'s going away meeting; she appreciated receiving a very nice send-off from all the staff. April talked about the media literacy information she has compiled; she has put together a brochure that can be printed at each branch.

The Lapwai branch's new tables and chairs were delivered during the board meeting. They replace older tables and chairs and allow more flexibility and seating options for patrons. They match the tables and chairs purchased for other branches.

April B.'s op-ed on media literacy was printed in the most recent edition of the Clearwater Progress. She has received several positive comments. Waskos suggested that it should be printed in the Lewis County Herald. Lisa will follow up with April.

## UNFINISHED BUSINESS

Staff pay issues – Claudia will be paid in the October and November pay periods at the library director's pay approved in July for that purpose. At the end of that time, it will be established how many additional hours of mentoring will be needed; she will be paid at that rate for mentoring and at her regular rate for other duties. This was approved on Jeanne's motion seconded by Mike.

New director – Jeanne moved and Patty seconded that Michael Priest be hired as the new director for \$58,000 per year, for 40 hours per week, to start on October 15. The motion passed. Michael has accepted.

Patron and staff computers and new server – Patron and staff PCs and laptops have all arrived and are undergoing initial set-up at LAP as time allows. This may take several weeks. The server has not been delivered to LAP yet. When it is, Andrew/1<sup>st</sup> Step will install it and add the patron and staff computers to the district's network, after which they can be installed at the branches. It was suggested that some of the older computers be used as catalog-only stations in the branches.

E-Rate appeal – The funding for managed broadband requested as Category 2 services was denied on appeal. This is unrelated to regular internet (Category 1 service), which has been approved. Moreover, Lisa learned from the service provider, First Step, that a portion of the Category 2 funding approved in the prior year is being rescinded. This means the district will eventually be billed by First Step for the 2017 FY for the denied amount. PRLD has received no direct notice of this. The denied funding for 2018 is \$5763.

Medical insurance renewal – The paperwork is done and the first month's premium was paid by check in mid-September. We should get a refund check from Regence for the final month a premium was paid. Five employees are now covered under the new Blue Cross of Idaho plan. Michael will be added and Lisa C. removed in the next billing period.

Lapwai flooring – New vinyl was installed in the entry and children's areas, and carpet in the rest of the main library area. Extra prep was needed in the children's room to correct a pronounced slope in one corner; that will add to the labor cost, which will be paid in October.

Lapwai computer desks – Funk's gave a bid for six new computer desks. The melamine is less expensive than the wood and may hold up better to wear and tear. Someone will meet with Bill Funk to go over details. Construction and delivery will take at least four weeks.

Van enclosure – Lisa C. checked in with Knox Concrete and we're in the queue. It was decided Mike would contact the owner of the adjacent property to make sure the owners were aware of the project.

#### NEW BUSINESS –

PRLD is giving Grangeville Centennial Library donated books, audio CDs and DVDs in good condition for their collection. These books are by popular authors and have been kept as replacement copies if needed, however, it was felt they would be better used if given to GCL to augment their collection.

Everybody Reads – The Nezperce event is on Tuesday, November 6, election night. Jenny and the Friends will handle arrangements. The district will purchase a meat and cheese tray.

Added item: library card drive – Jeanne noted that the state library statistics report that only a small portion of the district's served population have library cards. September is get-a-library-card month. Some discussion was held about how those numbers are reported and about how to improve on that.

After the board meeting an open house will be held from 1:00 – 3:00 as a farewell to Bev Kayler and Lisa C.

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

ADJOURNMENT Meeting adjourned at 11:30 AM

Respectfully submitted,  
Lisa Curnutt, Clerk of the Board