

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
September 25, 2017

The meeting was called to order at 9:30 AM by Chair Jan Grueter immediately following the 2017-18 budget hearing. 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 – No changes.
- Correspondence – Lisa received an email from Louise H., Bert's sister, about a contribution to the exterior wall painting project.
- VALNet meeting – Lisa reported on the September 21st director's and Sys Admin committee meetings.

APPROVAL OF MINUTES

Patty moved that minutes of the August 29, 2017, meeting be approved with the visitor's name corrected; Bev seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

The September Statement of Expense for \$100,834.40 was approved on Mike's motion seconded by Jeanne. Expenses for the final month of the fiscal year include the purchase of the Toyota van, the annual ICRMP insurance payment and staff bonuses. The Profit and Loss statement was approved on Bev's motion seconded by Mike. Both motions passed.

The P1FCU bank statement was reviewed, as well as July and August (final) Wells Fargo statements.

LIBRARY & STAFF REPORTS

The September 11 staff meeting was held in Kooskia. Topics discussed were the need for TVs in the branches, the roll of Friends groups, programming and activities going on at the branches. WNC and KAM have both had issues with volunteers. Jeanne reported on NZP story time, reading bingo, kids' book exchange, and the challenge to read a Caldecott book. A \$15,000 anonymous donation was made to the Kooskia Friends.

UNFINISHED BUSINESS

The trustees were able to look at the recently purchased 2017 Toyota Sienna van now being used primarily by Lisa P. to move materials between branches, including regular rotation and relocation routes. A Weathertek mat for the rear cargo area, an extra set of rims and 5 years of prepaid servicing at cost were purchased as well. The van is being parked in the locked enclosure of the fire station. The van has been added to the current ICRMP policy with no increase in premium until at least 2018.

A third cleaning service has been hired to clean the Lapwai building. The prior two services were too expensive, not always reliable in following the cleaning schedule and the quality of work was not satisfactory.

All E-rate forms for the 2016 funding year have been certified.

NEW BUSINESS

Everybody Reads will include a presentation at the Nezperce library Wednesday, November 8th at 7:00 PM. The district will provide the refreshments. Promo materials were available at the meeting.

Lisa reported Bob K., Stonebraker Insurance, visited her to go over the ICRMP policy renewal. We may increase the insured value of the branches' contents if they get TV equipment this year.

Policy manual – Lisa will provide a copy of an example policy manual to the trustees for review and a model in compiling and updating the district's policies. One or two will be reviewed at each meeting on an ongoing basis.

The board has approved implementing prorated benefits for part-time staff. Determining how the benefits accrue and can be used is still being considered.

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

ADJOURNMENT Meeting adjourned at 12:00 PM

Respectfully submitted,
Lisa Curnutt, Clerk of the Board