

PRAIRIE RIVER LIBRARY DISTRICT

*Board of Trustees – Meeting Minutes
August 26th, 2025
Minutes*

The meeting was called to order at 9:45 AM by Board Chair Dawn Stryhas. Also in attendance were board members Sunnie Renshaw, Lori Williams, Gloria Garcia, Leslie Smith and board clerk Ellamae Burnell. This meeting was conducted at the Lapwai Community Library.

- Recognition of Visitors – None
- Agenda – No changes or additions to the agenda
- Correspondence – Ellamae shared information on an IRS 941 fee. She is working with Lohman to get this fee corrected as the IRS is not working off of the Schedule B that was submitted in April.
- Valnet meeting – Ellamae gave a recap on happenings across Valnet, including upcoming Valnet Wide Training in September and MessageBee Integration.
- Directors Report- The Director's report included information on packet materials and branch happenings.

APPROVAL OF CONSENT AGENDA

Lori moved to accept items a and d, including the minutes from the July 29th regular meeting and the July Statement of Expense and Profit and Loss Statements, as well as the July Bank Statement. Leslie seconded. Motion passed.

LIBRARY & STAFF REPORTS

Statistical Reports: No statistical reports in August.

Branch News: Branch news was shared in board packets and discussed.

IMPACT AREAS

GRANT UPDATES.

So That All May Read Grant – Final books are being cataloged, promotional items to follow.

CAPITAL PROJECT UPDATES

Lapwai – Gloria shared an updated quote from CKA regarding the Lapwai Project. Timelines for repairs were discussed. Ellamae is working to put together a foundation board to assist with this and other projects.

Kooskia – Oktoberfest fundraiser coming up on October 10th in Kooskia on the library lot. All funds raised at event will go into the dedicated Kooskia building fund.

ACTION ITEMS

- a) **FY 25-26 Draft Budget & Wages:** Leslie moved to approve the FY 25-26 Budget as published in the budget publication notice, and the corresponding wage schedule as presented. Gloria seconded. Motion passed.
- b) **Proposal: Maintenance Week- Annual:** Sunnie moved to approve the proposed annual maintenance week for all PRLD branches in order to better maintain buildings and collections. Maintenance week will take place the first week of September, except for in 2025, it will take place the week prior to Thanksgiving. Lori seconded. Motion passed.
- c) **SQUARE Implementation:** Lori motioned to approve the proposal to purchase and implement SQUARE which would give patrons the option to pay fees with a credit or debit card. Gloria seconded. Motion passed.
- d) **CEDA – Development Contract:** Sunnie moved to decline the CEDA Development Contract. Gloria seconded. Motion passed.

NEXT REGULAR MEETING:

September 30th, 9:30 AM

**Board Retreat set for November 8th – 9:00 am – 3:00 pm

ADJOURNMENT 12:03 PM - Respectfully submitted, Ellamae Burnell - Clerk of the Board

Approved, September 30th, 2025