

PRAIRIE RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
June 28, 2022

The meeting was called to order at 9:30 AM by Board Chair Mike Wasko. Also in attendance were board members Dawn Stryhas, Jeanne Wasko, Lori Williams, Angela Sondenaa, and board clerk Ellamae Burnell. This meeting was conducted on-site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS – None

REVIEW

- Agenda – Mike asked for the subject of staff at the board meeting to be added to item 11 on the agenda.
- Correspondence – None
- Valnet meeting – Lisette from Latah County has resigned; Darrin from Lewiston City Library will be taking over the role of point person for Koha. The next Valnet meeting is in August.
- Directors Report- Over the last few weeks, Ellamae has been able to visit the majority of the branches and meet with branch managers. Trello and Slack have been introduced as communication tools to help encourage communication throughout the district.

Website use is up 8% for individual users and 16% for page views.

Winchester Community Library hours have been extended through September 5th. We've received positive feedback so far on this move to open hours of 10:30 -6:00.

APPROVAL OF MINUTES

Jeanne moved to approve the consent agenda which included minutes of the May 31st regular meeting, the June 13th special meeting, the corrected May statement of expense and profit and loss statement, the June statement of expense, profit and loss statement, and the bank statement review. Lori seconded. Motion passed.

LIBRARY & STAFF REPORTS

Branch News: Printed copies of the reports were sent to trustees.

Branch news highlights include:

Kamiah: Summer Reading is happening every Tuesday and Thursday with the help of Volunteer Claudia Steinkamp. On the kickoff day, they had 21 children and 8 parents.

Nezperce: Arts and Crafts are getting a lot of attention, and the book of the month has been very popular.

Peck: The Friends group is looking for a convertible patio bench to honor Bev Kayler and her dedication to the library. Doreen is handing out shells every time kids come into the library for Summer Reading Program, and she continues to get a lot of drop-ins.

Winchester: Summer reading program guests this summer have been a hit. Presenters included Jen Bruns from Idaho Fish and Game and Garry Bush from the Nez Perce County Historical Society. On 6/28 Chris will visit the Peck Library to do a presentation with her lamb Petey.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Ellamae has worked with ICFL to secure a grant reallocation. The allocation of funds previously set aside for an outreach coordinator will go towards a STEM and Community Center at the Lapwai Community Library.

Nezperce Branch Manager: The Nezperce branch manager position remains open. Long-term substitute Anne Jorgensen will remain on board through the end of July.

Board Meeting Location, Rotation & Staff at Board Meetings: Rotating locations of board meetings were discussed. At this time meetings will remain at the Lapwai Branch, Ellamae will work with staff to create a rotation schedule to aid in participation.

Review of Board Appointed Holidays: The board conducted a review of current holidays, Angela motioned to add Juneteenth to the holiday schedule, with a recognition event to take place. Dawn Seconded. Motion Passed.

Staff Continued Education & Per Diem: The addition of a meal per diem for staff was discussed. Dawn motioned for the standard rate of per diem for Idaho to be used except for preapproved circumstances at the discretion of the Director.

Proposed Mission Statement: Two new mission statements were provided to the board via their information packets. Options were discussed for review at the next meeting.

Proposed Collection Development Policy: Changes made to the Draft Collections Development policy as a result of the June 13th working meeting was discussed. The draft policy will be reviewed at the next meeting.

Proposed Public Records Policy: The Draft Public records will be discussed at the next meeting.

Proposed Social Media Policy: The updated Draft Social Media Policy was discussed. Jeanne moved to accept the Social Media Policy, Lori seconded. Motion passed.

Proposed Volunteer Policy: The addition of volunteer application forms and a volunteer handbook were discussed. The Volunteer Policy will be reviewed at the next board meeting.

Proposed Gift and Donation Policy: The Draft Gift and Donation Policy will take place at the next board meeting.

Jeanne moved to go into an executive session involving a personnel matter pursuant to Idaho code 74-206(1)(b) at 11:29 am. Angela Seconded Motion passed.

Angela moved to end the executive session at 12:13 pm. Jeanne Seconded. Motion passed.

Proposed Organizational Chart and Onboarding Criteria: Jeanne moved to accept the updated organizational chart and to perform a review of staff hours and job descriptions. Lori Seconded. Motion passed.

[NEXT REGULAR MEETING](#) Next regular meeting is scheduled for Tuesday, July 26, 2022, at 9:30 AM immediately following the budget workshop at the Prairie River Library District Headquarters in Lapwai.

[ADJOURNMENT](#) Meeting adjourned at 12:25 pm

Respectfully submitted,
Ellamae Burnell, Clerk of the Board

Approved: July 26, 2022