

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
January 24, 2022

The meeting was called to order at 9:35 AM by Board Chair Mike Wasko. Also, in attendance were board members Dawn Stryhas, Jeanne Wasko, Lori Williams and board clerk Lisa Puckett. Angela Sondenaa was absent. This meeting was conducted on site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS –none

REVIEW

- Agenda –No additions or changes
- Correspondence – None
- Valnet meeting – Directors are moving closer to adopting uniform loan periods, checkout limits and hold limits for the consortium. A committee will meet on Jan 25th to fine tune the proposal. Budget planning for the coming year will begin with a committee meeting on Feb. 3. Lisa is part of the committee. Directors are exploring options and pricing for Authority Control cleanup in the catalog. Authority control helps with better search results and keeping the catalog in good order. Cleanup catches typos, misspells, etc.
- Director's report –A branch manager has been hired for the Nezperce branch. E-rate form 470 was submitted in December. Two proposals have been received for broadband security services. One proposal for broadband services at four of the branches was received. Next step is to select service providers and get contracts in place. Peck Library's broadband radio stopped working and had to be replaced by Nez Perce Info Systems recently. Some staff members have reported possible covid exposures. Protocols for quarantining and testing were followed. It was recognized that the guidelines need to be updated to match current CDC guidelines. Snow storms have caused several branch closures recently.

APPROVAL OF MINUTES

Jeanne moved the minutes for the following meetings all be approved with a correction made to the Dec. 28, 2021 Special meeting noting that Jeanne & Mike Wasko were in attendance via zoom connection: Nov 30, 2021 Regular meeting, December 28, 2021 Special meeting and Executive meeting, January 5, 2022 Regular and Executive meetings and the January 13, 2022 Special meeting and Executive meetings be approved; Lori seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

After review of the printed copy Dawn moved and Jeanne seconded to approve the December 2021 Statement of Expense in the amount of \$41,378.49. Motion passed

After review of the printed copy Lori moved and Dawn seconded to approve the January 2022 Statement of Expense in the amount of \$37,064.99. Motion passed

The Profit and Loss statements for December 2021 and January 2022 were reviewed and approved on Jeanne's motion, seconded by Lori. Motion passed.

The P1FCU bank statements for November and December 2021 were reviewed.

LIBRARY & STAFF REPORTS

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

Lapwai: The branch will be participating in the PBS Storytime in a Box group. Boxes with storytime activities and books will be received monthly from PBS. Librarians use the boxes to present story times in their communities. Participating libraries will meet monthly by zoom to share ideas and information. The program runs through June.

Nezperce: New branch manager, Shannon Seiler, started training on January 19th. The current subs and former branch manager are working together to get Shannon off to a good start. Lisa will spend a day with her on Jan 26.

Peck: After a week without internet the radio was replaced and patrons were once again able to use the WiFi connection. Doreen continues to present programs daily for the students of Peck Elementary. Programs included Hobby and Creativity month “ugly sweater” activities, Martin Luther King, and celebrating Black poets as part of the ongoing poetry theme.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): The interim grant report was filed on time. After a discussion with the ICfL grant managers it was discovered that we may have overestimated the amount for Outreach staff wages. Lisa will be working with the ICfL grant managers to put together proposed revisions that may allow us to utilize the funds in other areas that will still meet the scope of the grant. The van is still on order no word has been received yet that production of the van has begun. FastSigns in Lewiston has been contacted to begin the process of designing a vinyl wrap that will coordinate with our current vehicle. Chris Case is doing what she can to prepare for the upcoming role as outreach coordinator. She is viewing webinars, online training courses for digital inclusion, gathering information about contacts in underserved areas of our district. She has proposed that we allow her to have her library open during the additional two hours she is at the library doing the outreach prep work.
- ARPA OverDrive purchasing funds: The selection and purchase process is nearly complete. PRLD is the last to select. The Valnet Directors set a goal to have all the funds spent by the end of January. Lisa has been coordinating the process with the other Valnet selectors. Final purchase totals will be forwarded to each of the libraries that received grant funds for their use in their final reports to ICfL.

Director job offer-follow up: Ellamae Burnell has been offered the Director position. She is willing to accept but has learned that her contract with her current employer includes a payback clause for tuition assistance if she terminates before May 13, 2022. Is board willing to wait until May?

Jeanne moved and Dawn seconded to hire Ellamae Burnell as PRLD Library Director with a fulltime start date of May 16, 2022. The revised offer includes an option to attend board meetings and spend occasional days, when her schedule allows, to begin orientation at Lapwai Headquarters prior to May 16. An hourly wage based on her annual salary of \$60,000 will be paid for hours worked prior to May 16th. Motion passed.

Staff and Covid-19 Procedure guidelines update: A proposed updated version was presented to bring days of quarantine and isolation guidelines in alignment with current CDC recommendations. Dawn moved to accept the proposed changes as printed. Motion seconded by Lori. Motion passed.

Inclement Weather Closure policy: Proposed policy was presented outlining procedure for closing branches due to weather emergencies, snow storms in particular. Director will make final closure decisions in consultation with branch manager(s). Guidance is also included for staff compensation in regards to closures. Lori moved and Jeanne seconded to adopt the policy as printed. Motion passed. Policy will be added to the district website.

NEXT REGULAR MEETING Tuesday, February 22, 2022 at 9:30 AM in Library Headquarters in Lapwai.

ADJOURNMENT Meeting adjourned at 12:00 PM.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: February 22, 2022