

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
February 22, 2022

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

RECOGNITION OF VISITORS –Ellamae Burnell via zoom

REVIEW

- Agenda –No additions or changes
- Correspondence – Printed copies of letters from staff members opinions regarding the board's management of the Covid 19 pandemic were shared with trustees.
- Valnet meeting – Directors approved uniform loan periods, checkout limits and hold limits for most item types in the consortium. New settings will be applied to Koha in March by the Systems Admin group. Budget planning for the coming year is still in the works. Additional databases available through OverDrive are being considered for addition to the coming year's offerings.
- Director's report –Ellamae began orientation at headquarters on Feb. 7th. She & Lisa discussed the district's organization along with PRLD's role in Valnet.
E-rate process has begun. First Step Internet has submitted a proposal for broadband services at the Craigmont, Kamiah, Nezperce and Winchester branches. A new one-year contract with three renewals is on offer. Pricing remains the same as prior years. First Step has also submitted proposal for Security as a Service (Saas) for all eight branches. Included in the proposal is an upgrade of equipment that would allow for future increased broadband speeds. The proposal is for a 3 yr. contract with one annual renewal. Lisa is still working with the Nez Perce Tribe to draft a new contract for broadband services in Culdesac, Lapwai and Peck.

APPROVAL OF MINUTES

Jeanne moved the minutes of the January 24, 2022 meeting be approved; Lori seconded. Motion passed.

STATEMENT OF EXPENSE / FINANCIAL REPORTS

After review of the printed copy Jeanne moved and Dawn seconded to approve the February 2022 Statement of Expense in the amount of \$47,395.78. Motion passed

The Profit and Loss statement for February 2022 was reviewed and approved on Lori's motion, seconded by Angela. Motion passed.

The P1FCU bank statements for January 2022 was reviewed.

LIBRARY & STAFF REPORTS

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

Craigmont: Has re-started the Coffee, Cookies & Conversation program on Mondays. Story times have also begun again. Family Movie nights will be offered the first Friday of each month. Book club is gaining new members.

Culdesac: Lynda continues to present story times at the school. Keshia from the UI Extension System will be joining her to present story time for Black History Month. Plans are in the works for spring break activities and a Junior Master Gardener event in the park.

Kamah: Teen Connections Kits from ICfL have been ordered to share with the Upriver Youth Leadership Council.

Lapwai: Friday STEM and Kids Who Code were paused during the recent Covid surge. With numbers going down the group has started meeting again. Friday Tea Talk is an updated version of Coffee, Cookies and Conversation. Patrons are invited to enjoy tea, cocoa and snacks along with fun conversation each Friday afternoon.

Nezperce: Volunteers presented the first story time of the new year at the elementary school.

Peck: Student poetry contest winners have been selected. Winners received various stuffed animals as prizes. Friends group is pursuing the possibility of making improvements to the library flooring that will protect the historical hardwood floors until a time that adequate funding can be secured to repair the hardwood. Volunteers also plan to paint the building exterior in June. The Orofino Rotary Club and Clearwater Memorial Public Library have offered the Peck community a Little Free Library built by Rotary members.

Winchester: Homework help continues along with group reading time. Patrons are learning to weave rag rugs. Chris's husband is making small looms for kids to make potholders as Mothers' Day gifts. Three contractors are bidding on the outdoor recreation area to be added behind the library. Funding is being provided by the Friends of the Winchester Library.

BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Still waiting for the van to begin production.
- ARPA OverDrive purchasing funds: All of the funds have been spent on OverDrive purchases. Invoices will be sent to all participating libraries to allow them to file their final reports to ICfL.

Library van minor damage: Lisa reported that the hood of the van was damaged when attempting to close the hood without lowering the hood prop. Roger's Body Shop has given an estimate of \$1232.00 to replace the hood. The insurance deductible is \$1000.00. Jeanne moved to have hood repaired without submitting an insurance claim. Lori seconded. Motion passed.

Collection Development Policy Review: The current policy was reviewed. Following discussion and questions from newer board members Jean moved to retain the current Collection Development Policy without any changes. Motion seconded by Dawn. Motion passed. Next month's policy review will be the Code of Conduct and letter to parents/guardians. A separate letter needs to be created that could be issued to an adult patron that violates the code of conduct.

At 10:50am, Jeanne moved and Dawn seconded a motion to convene an executive session pursuant to Idaho Code 74-206(1)(b) to discuss a district personnel matter. Motion passed on a roll call vote:
Angela – Y, Dawn – Y, Lori – Y, Jeanne – Y, Mike – Y.

Jeanne moved to adjourn the executive session at 12:43pm; Lori seconded. Motion passed on a roll call vote: Angela – Y, Dawn – Y, Lori – Y, Jeanne – Y, Mike – Y.

Staffing Review: Trustees began the staffing review by comparing the estimated cost per hour at each branch as shown on the Annual Branch Expenditures Estimates 2021-22 spreadsheet. Jeanne moved to standardize Branch Assistant hours throughout the district. For the remainder of the fiscal year 21-22 Branch Assistants will be scheduled for 10 hours per week beginning March 1, 2022. Dawn seconded. Motion passed.
Review of job descriptions was tabled until the next meeting.

NEXT REGULAR MEETING Due to a trustee scheduling conflict the next regular meeting is rescheduled to Monday, March 21, 2022 at 9:30 AM in Library Headquarters in Lapwai.

ADJOURNMENT Meeting adjourned at 1:00 PM.

Respectfully submitted,
Lisa Puckett, Clerk of the Board

Approved: March 21, 2022