

# PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes

April 27, 2022

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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 Lisa Puckett. Incoming director Ellamae Burnell joined the meeting via Zoom remote connection. This meeting was conducted on site at the Lapwai Community Library/District Office.

RECOGNITION OF VISITORS – Maria Wren, Presnell & Gage Accountant

## REVIEW

- Agenda –Add item 16d copy fees policy
- Correspondence – Note from Carol Stillman, former trustee, about her thoughts on adding book lockers at the branches.
- Valnet meeting – Directors accepted a final budget proposal that raises membership fees by 1.3%. PRLD's annual fees will raise to \$22,260 for the FY beginning July 1, 2022. A new database has been added to the Valnet Overdrive Catalog- Universal Classes is available for a 30-day checkout. Patrons will be able to access over 500 online courses covering several topics. Continuing Education Credits are available for some courses. The standardized check out rules have been launched. A few minor issues have been reported but nothing major to date.
- Director's report –E-rate applications have been approved. E-rate funds will cover \$18,727.00 of the annual internet fees and security & filtering services.  
Two candidates for the Kamiah Branch Manager position were interviewed on April 18<sup>th</sup>. Reference checks have been received along with answers from the candidates to follow up questions. Additional applications continue to arrive but no additional candidates have been identified. Interview team will meet to discuss going forward with an offer.  
Storage shed at Lapwai was recently damaged by an apparent hit and run incident. Damage was reported to Tribal Police and ICRMP. Repairs were made the same day to close up the shed. Material costs were less than the \$1,000 insurance deductible.  
ILA virtual Spring Conference speaker shared timely information about Intellectual Freedom. He offered many suggestions about how to improve library policies to answer materials challenges. Lisa printed out the slides from his presentation for the trustees. The recorded webinar will be posted online soon. The trustees would like to review the recording and recommend having all staff watch it also.  
A District staff meeting will be held on Ellamae's first day, May 16, 2022. All staff and trustees are invited to gather at headquarters to get acquainted or reacquainted. This will be the first in person meeting since 2020.

## APPROVAL OF MINUTES

Jeanne moved the minutes of the March 21, 2022 regular and March 28, 2022 special meetings be approved; Lori seconded. Motion passed.

## STATEMENT OF EXPENSE / FINANCIAL REPORTS

FY 20-21 Audit Report: Maria Wren, Presnell & Gage Accountant presented copies of the recently completed audit. She walked the trustees through the report and answered questions. No exceptions were found. The auditor's recommendation that additional employees be assigned to accounting tasks was noted however, it is recognized that due to limited administrative staff it's not always possible to divide accounting tasks.

Dawn moved to approve the March 2022 Statement of Expenses in the amount of \$50,857.25. Seconded by Jeanne, motion passed.

Lori moved to approve the March 2022 Profit and Loss Statement. Seconded by Angela, motion passed.

Jeanne moved to approve the April 2022 Statement of Expenses in the amount of \$50,857.25. Seconded by Angela, motion passed.

Dawn moved to approve the April 2022 Profit and Loss Statement. Seconded by Lori, motion passed.

The February and March P1FCU bank statements were reviewed.

NOTE: During the financial reporting it was suggested that the board clerk consider adding a consent agenda to allow for a single motion to approve standard monthly financial reports and minutes. A sample will be sent to Lisa for review.

#### LIBRARY & STAFF REPORTS

**Statistical Reports:** Printed copies of the reports were sent to the trustees. After a short review it was decided to postpone a deeper comparison of the statistics to the May meeting.

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

Branch news highlights include:

**Craigmont:** Branch manager is currently on leave. Substitutes are working to continue offering services. Friday story times are being led by a community volunteer.

**Kamiah:** Search is on for a new branch manager. Open hours have been limited based on availability of substitutes.

**Lapwai:** In addition to Friday STEM programs a booth was set up for the Family Engagement Day in Lapwai. Books, bookmarks and brochures were distributed during the event. Branch manager, Julie Seely, completed an online Grant Writing course.

**Nezperce:** A Poetry Walk was posted around the community featuring 10 Shel Silverstein poems. Prizes are offered for community members that find all 10 poems.

**Peck:** The City of Peck will work with the Library Friends group in repairing and refreshing the exterior of the building.

**Winchester:** The library was very busy during spring break. Programs included, hydro-dipping, home-made noodle soup making and a black light painting party.

#### BUSINESS

ICfL Grant Updates:

- ARPA Learn/Earn grant (mobile library): Still waiting for the van to begin production. ICfL has been notified that the van is still delayed. They are exploring possible extension of the deadline as other libraries have also reported delays in receiving vehicles for their mobile library projects. Alternate uses for Outreach personnel funding that hasn't been used will be submitted to ICfL for consideration.

Kamiah Branch Manager update – Two candidates for the position were interviewed on April 18th. Reference checks have been received along with answers from the candidates to follow up questions. Applications continue to arrive but no additional candidates have been identified. Interview team will meet to discuss going forward with an offer.

Craigmont & Nezperce Branch Managers: The current Nezperce Branch Manager has given her notice of resignation. Her last day will be May 25<sup>th</sup>. Craigmont Branch Manager is currently on unpaid maternity leave but has indicated that due to changes in her daycare needs she will not be able to return to the library on the regular three-day schedule. After discussion with the current and incoming director it was determined that an applicant pool will be advertised to begin the search for candidates to fill the positions. Combining the two positions into a single full-time position may be considered if a suitable candidate is recognized. Ellamae will write an ad to be placed in local papers to begin the search.

Shed damage At Lapwai HQ – Board expressed their gratitude to volunteer, Don Puckett, for his work to repair the damage.

Surveillance cameras at Lapwai HQ and branches – recent book return vandalism at Nezperce and shed damage at Lapwai prompted requests for installation of surveillance cameras. No action taken at this time. Discussion to be taken up at May meeting.

Public Records Request proposed policy – An updated draft Public Records Request policy and suggested forms were presented. Discussion about wording in the Preface of this policy and all PRLD policies led to a decision to hold a working meeting for the purpose of reviewing the PRLD Mission Statement and current district policies. Meeting date set for June 14<sup>th</sup>, 9:30 AM – 3:30 PM at the Lapwai Headquarters building.

Code of Conduct policy review – Tabled for review during the June 14<sup>th</sup> working session.

Collection Development Policy Review - Tabled for review during the June 14<sup>th</sup> working session.

Copy fees policy: Jeanne noted that within the internet usage policy that copying and printing fees will be charged. During the pandemic branches were allowed by the Director to waive copy and printing fees due to limited entry allowances at the branches. Considering that all branches are now fully open the fees should be reinstated. Signs will be sent to all branches regarding copying/printing fees.

Staffing Review-continued: Due to the length of the meeting continuation of the staffing review was postponed until the May 31<sup>st</sup> meeting.

[NEXT REGULAR MEETING](#) Next regular meeting is scheduled for Tuesday, May 31, 2022 at 9:30 AM in Library Headquarters in Lapwai.

[ADJOURNMENT](#) Meeting adjourned at 12:45 PM.

Respectfully submitted,  
Lisa Puckett, Clerk of the Board

Approved: May 31, 2022