

Prairie-River Library District
Board of Trustees
Regular Meeting
August 25, 2009 9:30 am

Meeting called to order at 9:40 a.m. by Vice Chair Karol Hoisington. Also in attendance were board members Carol Stillman, Patty Kries, and Bev Kayler, Branch Coordinator Lisa Calhoun, and Director/Clerk of the Board Claudia Jones. Ed Rolfe was excused.

Recognition of Visitors

Mike McDowell of Troy Insurance presented information about the district's current medical insurance. There is a 7.83% increase in this year's plan renewal, less than projected. The plan includes a \$500 deductible and maximum out of pocket expenses of \$2,000. Carol asked about future health care trends, specifically employer mandates that would require coverage for all part-time employees. Mike did not feel this likely to happen, at least not anytime soon.

Review

No additions were made to the agenda and there was no correspondence.

Statistical reports were reviewed. It was noted that Winchester's attendance and circulation figures have continued to increase. Lisa explained the volunteer timesheets, using Nezperce and Winchester as examples. Volunteers at both sites contribute a substantial number of hours each month. Carol Stillman shared historical information about the district's development including consolidation and branch circulation figures beginning in 1986.

Minutes of the Aug. 20 VALNet meeting were not available. They will be included in the Sept. board packets. Claudia updated the board on the status of the WWC cleanup. WIN and VALNet staff are working to reload or unsuppress bib records that were affected by WWC's withdrawal at the end of June. The initial work will take place on the test server at the request of the VALNet Directors. District staff timesheets noted time dedicated to the cleanup effort in July. There were 124 hours attributable to fixing item records at a total cost of \$2,063, 35. There may well be additional work necessary for completion of the project. Claudia plans to attend the Bib standards meeting scheduled in Weippe on Sept. 10th.

Approval of minutes

Patty moved and Bev seconded that the minutes of the regular meeting held July 29, 2009 be approved as printed. Motion carried.

Statement of expense/Financial reports

Financial reports were reviewed. Claudia went through some expense items, noting the pre-payment of quarterly VALNet fees of \$5,088.50 and an annual payment of internet service fees to First Step for 6 branch sites. Bills included a large number of book processing supplies ordered to accommodate the many additional books received through the Nezperce and Libri Foundation grants. Claudia noted that the cost of supplies has risen considerably during the past several years. Rolls of book jacket covers have increased in price from less than \$20 per roll to a \$50 average. The cost of processing each book is greater than the \$5 per book estimate we've used in past years. Carol moved and Patty seconded to accept the August 2009 Statement of Expense and pay the bills in the amount of **\$47,460.50**; so moved.

Bev moved to approve the Profit & Loss Statement; Patty seconded. Motion carried.

Carol provided graphs summarizing tax revenues and disbursements since 1991, and explained that the peaks and dips were related to corresponding district events such as annexations.

Sterling Bank Certificate of Deposit – Carol reported that an 11 month certificate is available for business customers at an approx. rate of 1%. Bev moved and Patty seconded that the money from the current CD that has reached maturity be transferred into the new one. Motion carried. A letter authorizing the transfer will be delivered by Carol this afternoon.

Branch Coordinator's Report

Equipment report — A new laptop was purchased for Lapwai staff; the older one will be kept as a backup and could serve as a temporary replacement for circ computer if needed. Both Kamiah and Culdesac have had trouble with equipment. Kamiah's Xerox copier needs some repair; this has been arranged with Bill Remer, currently working for Empire Office Machines. Culdesac's all-in-one HP printer works only on white paper due to a sensor malfunction. A monitor was purchased for the Lapwai circ desk to replace one that was no longer working properly.

Branch news — Summer Reading programs have been completed and reports have been received by Claudia. Sharon is adding the information to branch websites. Carol mentioned the book drop at Nezperce will not be needed once the library moves to the new facility. She wondered if it could be powder-coated and used at Craigmont.

District policy regarding lunch breaks — Review of our lunch break policy was recently made in light now having staff in several branches who work more than half day shifts. District policy allows employees working a shift of six hours or more a paid 30-minute lunch break midway through the shift, even though paid lunch breaks are not required by federal or state laws. This information was provided to affected branches.

VALNet core group — Lisa is now an official member of the core group, a subcommittee of the circulation group comprised of representatives from each VALNet agency, and has taken on a large part of the work in updating VALNet staff pages, for instruction in procedural matters to all VALNet staff. This will be a benefit to district staff and will provide consistent training information throughout VALNet.

Lapwai Back to School event — Lapwai staff were invited by the Tribal Office to participate in a back to school barbecue and information fair on Aug. 20th at the Pi-Nee-Waus Community Center. More than 250 people visited the library table and received free children's books, library brochures, bookmarks and pencils. Claudia will need to replenish the supply of Scholastic paperbacks purchased from a sale flyer several years ago.

Director's Report

CompuNet estimate — An estimate has been received for the cabling in the new library/community center building which includes a total of 14 ports (10 on the library side; 4 in the community room). A note from Maxine Riggers was attached to the estimate stating that the District's share will be \$683, the cost of three ports. Claudia feels the District should be charged for an additional printer port and for a larger share of the equipment to be installed. She will contact Curtis at CompuNet for revised figures.

First Step — Claudia arranged for annual billing of internet service for 6 of the 8 branches served by First Step. Area Service Mgr., Mike Hall, has said there will be no price increases in the coming year. He asked for a letter of support to include with a federal grant application for broadband stimulus funds to establish a multi-user wide area network (WAN). If funded, the creation of a regional network would provide greatly increased bandwidth and much faster internet connections at Kamiah, Winchester, Craigmont and Nezperce.

QRO Internet Service — Claudia has learned that QRO donates internet service to the library and city offices. They have been doing so for 4 years. We will acknowledge their support on the District website.

Unfinished business

City of Nezperce Memorandum of Understanding — A signed MOU has been received from the City of Nezperce and has been filed with the others.

Public Library Assoc. Conference — Applications for continuing education grants from Idaho Commission for Libraries were completed by Lisa and Claudia and signed by board members. The conference will be held in Portland in March 2010.

New business

2009-2010 Budget Hearing — Carol Stillman moved to accept the 2009-2010 district library budget as printed in the Tribune in the amount of \$477,261. Patty seconded; motion approved.

Executive Session for Personnel Matters

Carol Stillman moved that the board enter executive session per Idaho Code 67-2345 to discuss personnel matters. Patty Kries seconded the motion; motion carried unanimously. Executive session commenced at 11:48 a.m. Patty moved to leave executive session at 12:45; seconded by Bev Kayler; carried unanimously.

Karol moved that all regularly scheduled staff members be given a one-time bonus along with their September pay checks. Beverly Kayler seconded; unanimously approved. Carol Stillman moved to give annual pay raises as detailed in a memo lodged in the historical file and incorporated herein by reference. Seconded by Bev Kayler; motion carried.

Next Meeting

The September board meeting will be held at 9:30 a.m. on Monday, Sept. 28, 2009 at the Lapwai Library/District Office.

Respectfully submitted,

Claudia Jones, Clerk for the Board