

Prairie-River Library District
Board of Trustees
Regular Meeting
Jan. 28, 2009 9:30 a.m.

Meeting called to order at 9:35 am by Chair, Ed Rolfe. Also in attendance were board members Carol Stillman, Karol Hoisington, Patty Kries, Beverly Kayler, Branch Coordinator Lisa Calhoun, and Director/Clerk of the Board Claudia Jones. Visitor present was Kathy Smolinski from Presnell Gage.

Recognition of Visitors

The District received a very positive audit report from Kathy Smolinski. She commented on how the availability of information on the PRLD website assisted her in the preliminary steps of preparing the audit.

Review

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

Correspondence – The board signed cards for Culdesac volunteer David Dabritz and the District's previous Director, Ed Linkhart.

Statistical reports were reviewed. Lisa noted that a reduction in attendance and computer use at Nezperce corresponded with a two week period when there was no internet access. Lisa will provide the volunteer hours report on a quarterly rather than monthly basis.

Minutes from the January 22nd VALNet meeting were distributed and reviewed at the meeting. Claudia reported that a budget committee has formed and will begin working on the consortium's 2009-10 budget.

Travel vouchers for the trustees were collected.

Approval of minutes

Patty moved and Bev seconded that the minutes of the regular meeting held Nov. 24, 2008 be approved as printed. Motion carried. December's meeting was cancelled due to lack of pressing business.

Statement of expense/Financial reports

Financial reports for December 2008 and January 2009 were reviewed. Karol moved to accept the December's Statement of Expense totaling **\$31,508.32**. Bev seconded the motion; so moved.

Patty moved to accept the January Statement of Expense in the amount of **\$26, 340.06**. Bev seconded; so moved.

Patty moved to approve the Dec. Profit & Loss Statement; Bev seconded. Motion carried. A motion to approve January's Profit & Loss Statement was made by Karol and seconded by Patty. Motion carried.

Ed presented the Banner Bank paperwork required for updating a signature card. Carol reported on the complicated process of updating information and the necessity of keeping signatures current. Carol moved that the signers on the Banner Bank account be Ed Rolfe, Bev Kayler, Carol Stillman, and Karol Hoisington; seconded by Patty. Motion passed. The board discussed the difficulty Claudia had in authorizing the release of financial information to the auditor. It was decided that a letter will be sent to Sterling, Banner Bank and Wells Fargo authorizing account information be released to Library Director, Claudia Jones. Claudia will still not be authorized to sign on the accounts or withdraw money in keeping with generally accepted auditing practices. This will simplify day to day operations. Carol and Ed will sign the letters and Carol will deliver them.

Carol distributed a summary of this year's tax receipts comparing them to those from previous years. The board discussed a possible decrease in tax receipts in relationship to the District's current budget .

A transfer of funds was unnecessary due to the receipt of tax monies.

Pay issues/documentation

The board discussed and made decisions about the following: payment during an employee's 6 month introductory period, payment for regular employees who sub elsewhere, base pay for various job classifications, rate for flex work. Their decisions are detailed in a memo lodged with these minutes in the historical file at the district office, and are incorporated herein by reference.

Staff Reports

Voyager upgrade – The software update was successful and relatively easy. Lisa worked with WIN to resolve issues several branches had with item bar codes not printing, and was able to work with branches by phone to implement fixes.

Nezperce – The new library building was discussed and news articles from the Lewis County Herald and Lewiston Tribune were shared. An estimate for providing computer network cabling in the new building has been received from CompuNet. Claudia will ask Maxine if we can write a letter in support of their Community Block Grant application. She will also send a letter to the Friends to congratulate them on the progress of the building project, and ask that they continue to keep us informed.

Culdesac book drop – Bev has reported that library volunteer David Dabritz has converted the old bank building's night deposit box into a library book drop to replace the outdoor one that was leaking. A thank you card will be sent.

KOO Read To Me mini-grant – Claudia shared that an interim narrative report was submitted to the Idaho Commission for Libraries in early December. A six-week early literacy workshop in the fall was very successful. A second series of weekly sessions will be offered to families in Kamiah later this spring.

Annual state library report – The annual report was discussed, and a board certification form was signed by the chair.

Audio project – Lisa and Claudia talked about the success of a recent "extreme make over" of the district's audio collection. Materials were collected from each branch, assessed and weeded as necessary, and marked for repair or new cases and labels before rotating back out to the branch libraries. This resulted in a refurbished collection and additional shelf space in the Resource Room at Lapwai where the collection is stored. Staff at the central library and district office set aside several days to work on the project, keeping the turn-around time to a minimum. While the bi-monthly rotating collection was reduced from 50 to 25, additional audios will be relocated to branches who would like more titles available on their shelves.

E-rate –The director and trustees are still undecided about future participation, weighing the large commitment of time and staff resources against the potential benefit.

Unfinished business

Avista rebate – Claudia reported having received a \$250 check from Avista, a reimbursement for retrofitting the light fixtures in the district office to be energy compliant.

Authority control project update – We are waiting for notification that the records are back in the system and we can begin editing and/or deleting once again. The projected date is the first of February.

New Business

None

Next Meeting

The next board meeting will be held at **9:30 a.m. on Monday, February 23, 2009**, at the Lapwai Library/District Office.

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Claudia Jones, Clerk for the Board