

Prairie-River Library District
Board of Trustees
Regular Meeting
July 28 2009, 2:00 p.m.

Meeting called to order at 2:10 p.m. by Chairperson Ed Rolfe. Also in attendance were board members Carol Stillman, Karol Hoisington, Patty Kries, and Bev Kayler, Branch Coordinator Lisa Calhoun, and Director/Clerk of the Board Claudia Jones. Maxine Riggers of Nezperce, as well as Annette Penney and Scherri Greene on behalf of the 2010 U.S. Census, were present as visitors.

Review

Upon a motion made by Patty Kries and seconded by Bev Kayler, the following additions were made to the agenda under New Business: a presentation by Ms. Penney and Ms. Greene about the 2010 U.S. Census.

Visitors' presentation

The district was informed of the overview, planned process and objectives of the 2010 U.S. census and was invited to become a partner. This will consist of helping disseminate word about the census in a variety of ways at the discretion of the partner. Partners may apply for funding to cover the cost of certain promotional materials. Patty moved and Carol seconded that the district become a partner; this allows use of the district logo on census promotional materials. Claudia will discuss details with Ms. Greene at a later time.

Statistical reports were reviewed.

As there will be no meeting until August, no VALNet minutes were available.

Approval of minutes

Karol moved and Carol seconded that the minutes of the regular meeting held June 29, 2009 be approved as printed. Motion carried.

Statement of expense/Financial reports

Financial reports were reviewed. Patty moved and Bev seconded to accept the July 2009 Statement of Expense and pay the bills in the amount of **\$27,321.45**; so moved.

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

Tax receipts from the counties were received, making a transfer of funds unnecessary.

Branch Coordinator's Report

Equipment report — Black & Vail has closed, but Bill, who is now with Empire Office Machines, will continue to service our Xerox copiers. A new HP All-In-One was purchased and has been installed at Nezperce; their HP 6300 series had a persistent ink cartridge leak; repairs were not deemed cost effective. For the RIV branch, Curtis Fryer has been asked to provide an estimate for a new laptop to replace the one Abigail has been using. The invoice will be in next month's bills. The old laptop will be kept as a backup.

Branch news — Various aspects of the new Nezperce library/community center were discussed, including processing of books which have been donated and purchased with grant funds, extra staff hours needed for the move from the old to the new location, and the very nice article with photos recently published in the Lewiston Tribune. Nine boxes of books purchased with grant funds have yet to be cataloged and processed; Maxine is storing the books which won't fit in the old building; she will send a box or two at a time for cataloging and processing, rather than waiting until the move to the new building.

Temporary summer hires — Four branches have temps this summer: CRG, CUL, KAM & KOO.

Director's Report

Staff — Claudia reported on staff vacation schedules. The board is in favor of RIV staff, probably Julie, working extra hours this fall if necessary to process books; no formal motion was made at this time.

Everybody Reads — David Guterson will be this year's featured author. All branches have received their copy of *The Other*. One of the event's functions is planned to be held at the new Nezperce Library on November 13th.

Lapwai Grange donation — Purchases from the donated funds have been made. These include audios, DVDs, large-type books and many craft books. When these items are processed, labels will be added acknowledging the donation.

TechAtlas inventory — Claudia recently updated an inventory of our computer equipment on the TechAtlas website, using our now-up-to-date office district-wide computer inventory.

Unfinished business

City of Nezperce Memorandum of Understanding — The City agreed to the board's suggested rewording relating to uses of the library v. meeting room, and to paid staff being present at off-hours functions held in the library. Duplicate originals were signed by Claudia and Ed, and will be forwarded to the Nezperce city clerk immediately for the remaining signatures.

New business

WWCC withdrawal from VALNet — Claudia explained the unforeseen system-wide problems resulting from WWCC's withdrawal, the information from WIN about identifying and correcting them, and the measures district staff has taken thus far. We are also tracking the staff time devoted to this effort.

It was mentioned that a wireless, handheld barcode scanner may be useful. Upon Carol's motion, seconded by Ed, the board approved the purchase of a wireless, handheld barcode scanner, not to exceed \$1,000.

Continuing education grant — Carol moved and Karol seconded that Claudia and Lisa apply for grants to attend the PLA (Public Library Assoc.) conference in Portland in March, 2010. It is still too early to make final arrangements or determine expenses; more info will be reported as it becomes available.

Budget — The 2009-2010 district library revised budget in the amount of **\$477,263** was approved for publication. Karol moved; Bev seconded; motion carried. Claudia will submit it to the Tribune for publication and copies will be available at the August board meeting.

Next Meeting

The August board meeting and budget hearing will be held at 9:30 a.m. on Tuesday, August 25, 2009, at the Lapwai Library/District Office.

Respectfully submitted,

Claudia Jones, Clerk for the Board