

Prairie-River Library District

Board of Trustees

Regular Meeting

Oct. 27, 2008, 9:30 a.m.

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

Recognition of Visitors

No visitors were present.

Review

The following additions were made to the agenda:

Staff Reports – the district's website and training; temporary increase of cataloger's hours

New Business – a review of the annual statistical report and discussion of staff hours

There was no correspondence.

Statistical reports were reviewed and Lisa mentioned that she is now compiling monthly data based on the fiscal year (Oct 1-Sept 30) rather than the calendar year to be consistent with other reporting schedules.

Minutes from the Oct. VALNet meeting were reviewed.

Approval of minutes

Carol moved and Karol seconded that the minutes of the regular meeting held Sept. 29, 2008 be approved as printed. Motion carried.

Statement of expense/Financial reports

Financial reports were reviewed. Karol moved to accept the Oct. 2008 Statement of Expense and pay the bills in the amount of **\$30,317.58**. Carol seconded the motion; so moved.

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

Staff Reports

Branch Managers' Meeting – Sept. minutes were included in board packets to be reviewed prior to the meeting.

Gem community shelving at Culdresac – Work is underway to turn the building's vault space into a room dedicated to Gem community items.

NZP Friends were invoiced for the extra hours used in the 07-08 fiscal year, as has occurred in the past.

Non-Op/Programming Hours – It was confirmed that branches using more than the allotted non-op and/or programming hours at the end of any fiscal year must look to their Friends groups for reimbursement to the district for net excess hours used. Contracts will be forwarded to those groups detailing terms and containing the current year's hourly rate.

PRLD website – Sharon Harris recently attended half-day training in Lewiston on website development offered by Idaho Commission for Libraries tech staff. The work sessions were open to administrators of established e-branch sites and focused on troubleshooting skills and site customization issues. Since Sharon was the only participant, she had their undivided attention! Both Lisa and Claudia have received correspondence and/or reference questions through the contact link on the PRLD website. A recent email from Yuma, Arizona resulted in the receipt of a 1912 issue of the Fort Lapwai Wireless.

Our GV Rewards – Tim Hillebrand, a board member of the Latah County Library District's Foundation, contacted Claudia about registering with Our GV Rewards, a company that provides a search engine that can be placed as a toolbar on a non-profit organization's website. Each time the company's portal is used to search the internet or make online purchases, it would generate a donation to PRLD. Claudia has spoken with Dawn Wittman about this, as the Lewiston City Library uses a similar product. Dawn is investigating and will let us know what she finds out. There are concerns about the addition of a commercial product to the District website, and the possibility of spam resulting from it.

Kooskia's Every Child Ready to Read Grant – Sue has reported an enthusiastic response to the children's literacy workshops that began several weeks ago. Seventeen families are participating in the six week sessions. She and Claudia are compiling a book order of materials supporting early literacy and purchased with grant funds.

Authority Control Grant – This project will assist us in cleaning up our VALNet database, create and maintain accurate and consistent records, and improve searching capabilities for patrons and staff. Substantial preliminary work will need to be done by VALNet catalogers before the records can be submitted. The Board approved offering a temporary contract to the District's cataloger for this special project, authorizing up to 40 hr. a week through the next pay period (ending November 14). Priority is to be given to authority grant work up to that date, and the extra hours and work for which they are used are at the discretion of the library director. At the next board meeting, the trustees will consider whether additional temporary work hours will be authorized.

Unfinished business

Craigmont building – The possibility of a building donation to the City of Craigmont for use as a library was discussed. Claudia and Lisa may be joining city council members in a walk-through later in the week. Discussions are still in the preliminary stage and no decisions have been made.

WNC Friends - A signed contract and payment was received from the Winchester Friends for the purchase of additional public access hours for the '07-'08 and '08-09 fiscal years

Electrical work at RIV – Claudia reported the completed electrical work included retrofitting the fluorescent light fixtures in the district office area to be energy compliant, the same as those in the library section of the building; repairing the outdoor light fixture at the front of the building; and installing a dusk-to-dawn fixture at the staff entrance on the south side of the building. The upgrades are eligible for an Avista rebate which Claudia will apply for.

New Business

Audit - Presnell Gage has been notified that our financial records for the recent fiscal year are completed and we are ready for the audit.

Yearly statistics and staff hours – An 2007-08 year-end report comparing both attendance and circulation figures to staff hours branch by branch was reviewed and discussed at length.

The figures were based on total attendance, total circulation, library open hours per week and total staff hours per week. Unanimous consensus was that the calculations in this report are the best equitable indication of staffing hours compared to work load, and will be used in the future to assess the adequacy of staffing at each branch.

The figures indicated that the Nezperce and Kamiah branches had the highest work load (defined here as attendance & circulation) per staff hour. The board reiterated the need to provide adequate staffing for the hours libraries are already open, rather than adding more open hours, and approved the addition of 6 staff hours per week at Kamiah, and 3 staff hours at Nezperce.

The Kamiah hours are to increase the hours of present employees to minimize the amount of time a single employee is working. The Nezperce hours are to allow an extra work hour each day (during either open or closed hours) for the extra time needed for daily work. The branch manager can either work an extra hour before/after the library is open, or can get her sub in for an hour during open hours, at the manager's discretion.

Next Meeting

The next board meeting will be held at 9:30 a.m. on Monday, Nov. 24, 2008, at the Lapwai Library/District Office.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Claudia Jones, Clerk for the Board