

Pine River Public Library District Board of Trustees

Agenda: March 19, 2025

5:30 PM Board Meeting

Call to order – Lisa Isenberg 5:36 PM

- A. Roll call: Lisa Isenberg, Barbara Wickman, Gail Robel, Michaela Wilson, Lydia Wacasey, Vaughn Morris, Brenda Marshall, Garry Hillyer, Randy Burton
- B. Additions or deletions to the agenda: Motion to amend the Agenda to include the garden pathways project as a Discussion Item.

Old Business:

- A. A motion to approve January's Meeting Minutes was made by Vaughn; Lisa seconded. All approved.
- B. Monthly Treasurer's Report – Garry: Not too much going on at the first of the year. Computers were purchased. Review of payroll wages and payroll taxes. Brenda will research and give more info at next meeting. The PRL auditor visited with Garry as part of the yearly audit. Barb made a motion to approve the Treasurer's Report. Vaughn seconded. All approved.

New Business:

- A. Public Comment: None.
- B. Director's Report – Brenda:
 - 1. All is going smoothly with the audit. Brenda and Michaela have been busy sharing documentation. The company has been very thorough.
 - 2. The Public Libraries' Annual Report (PLAR) is due this week.
 - 3. The bathrooms in the west entryway will be painted and repaired and a bathroom stall in the east entry bathroom will be repaired.
 - 4. Bid requests have been made and five bids have been received for the garden pathways/gate project.
 - 5. Items are being received for the Telehealth hub and Telehealth kit. Work on the Hub should be complete by this summer.
 - 6. A non-profit organization will pickup the Smart Board when it is taken down for the Imagination Room remodel.
 - 7. Marmot IT made their site visit last month.
 - 8. Executive Order to reduce non-statutory components and functions of the IMLS was discussed.
- C. Slate of Board Officers for current year discussion. Existing officers will continue.
- D. First review of Telehealth Hub and Checkout Kit Policy:
 - 1. Recommendation to add language to include PRL's privacy and confidentiality software measures on the library's laptops for both the hub and the kit (e.g.: Deep Freeze or similar).
 - 2. Recommendation to add a sentence to the policy that states PRL is not responsible for the accuracy or proper use of the medical monitoring devices provided in the Telehealth Hub or Telehealth Kit.
- E. First Review of the Telehealth Hub and Checkout Kit Waiver:

1. Recommendation to add language to the Telehealth Kit Waiver - Due to the nature of the Telehealth Kit equipment, its intended purpose and with the understanding that people may be waiting to use the items for scheduled medical appointments, failure to adhere to the Kit's lending terms may result in a revocation of Telehealth Kit borrowing privileges.
 2. Recommendation to add a sentence to the waiver that states PRL is not responsible for the accuracy or proper use of the medical monitoring devices provided in the Telehealth Hub or Telehealth Kit.
- F. First Review of Privacy Policy: Updated library law language was reviewed.

Discussion Items:

- A. Slate Board of Officers for current year: existing officers will continue.
- B. Bookmobile service this summer – Brenda: PRL is working with the director of Ignacio Library to possibly use ICL's bookmobile a few days this summer. Possible locations might be Vallecito, Forest Lakes and a neighborhood near the elementary school.
- C. Garden pathways: Discussion regarding the garden pathways was had and a decision was made to move forward with securing a contract for flagstone for the board to review.

Action Items:

- A. Vote on Slate of Officers: Vaughn made a motion to approve the slate of officers – Treasurer: Garry, Vice President: Barbara, and President: Lisa. Gail seconded. All approved.
- B. Approval of Bylaws: Barb made a motion to approve the bylaws without changes. Garry seconded. All approved.

Meeting adjourned at 7:05 PM

Next meeting April 16, 2025; 5:30 PM