

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, January 19, 2016 at 3:00 PM
Meeting Minutes

Call to order: Deb called the meeting to order at 3:01pm. Present were Deb Sudnikovich, Board Chair; Cathe Rosenberg, Vice Chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Barb Bencoter, Lori McReynolds, Rosemary Yocum, and Shana Hollingshead

Approval of agenda: Cathe moved that the agenda be approved with modifications, Rosemary seconded, motion passed.

Approval of minutes: Meeting Minutes November 24, 2015

Rosemary moved that November's minutes be approved with the changes discussed, Cathe seconded, motion passed.

Meeting Minutes December 15, 2015

Cathe moved that December's minutes be approved with the changes discussed, Barb seconded, motion passed.

Treasurer's Report: Barbi reported that she and Lori did the quarterly random financial check. Lori reported that everything looked good. They looked P&L, checks, and invoices.

1. Monthly reports:

November 2015:

Checking: \$15.48

CARR: \$510.08

Market Plus: \$12,307.38

Petty Cash: \$217.25

December 2016:

Checking: \$4,240.26

CARR: \$528.41

Market Plus: \$26,749.16

Petty Cash: \$358.35

2. Approval of bills:

November: Rosemary moved to approve, Cathe seconded, motion passed.

December: Rosemary moved to approve, Barb seconded, motion passed.

Library Director's Report: The library has slowed down a bit for the winter, but the number of patrons is up from last year. Computer usage is up as well. We are starting some new adult programs to help get people out to the library.

Correspondence: Three library employees sent thank you cards for their Christmas bonus.

OLD BUSINESS

CIN update: The library has had some difficulty having enough bags and tubs to do weekly transfers. The library has purchased a few new bags. This problem will be addressed at the CIN meeting.

Grants report: Catherine and Eric Lamb made a generous donation that entitles them to be added to the Pioneer's Fund Plaque. Barbi will take care of adding them. Barbi has left a message for the last speaker (technology specialist) to be paid for by the grant from the Community Assistance League. She is waiting for a call back.

Policy Review—Evacuation policy: We are working this into a larger emergency policy to be reviewed next month. Shana will email a copy of West Bonner County's procedures to the board for them to review.

Unsecured line of credit update: Barbi looked into applying for a \$30,000 line of credit. She reported that the fees would be a minimum of \$250. Rosemary moved that we not apply for a line of credit, Barb seconded, motion passed.

Small Business Health Insurance: Barbi looked into alternate health insurance for the director. There do not appear to be options that improve upon the current plan. Deb moved to keep the current health plan, Cathe seconded, motion passed.

Budget Projection vs. Spending: Deb expressed concern that funds budgeted may not always coincide with funds that are available. Barbi will bring a copy of the current balance sheet to future meetings. She will also print out what monies have been received from the county in the past for review.

NEW BUSINESS

Levy Questions: Deb has received questions about the funds raised by the new levy. The library will send out a postcard thank you to patrons. It will include our new summer hours and indicate that they are paid for by the levy. The budget from the previous year and the current year will be posted to the website.

Internet: The library's internet contract is up for renewal soon. Bates is looking into fees from multiple providers to see if we can get a better deal while maintaining our current level of service.

OTHER

Concerns/comments/Kudos: None

Adjournment: Rosemary moved that the meeting be adjourned, Cathe seconded, the meeting was adjourned at 4:37pm

Next meeting: February 23