

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, January 21, 2014 at 2:30 PM**  
**Meeting Minutes**

**Call to order:** Rosemary called the meeting to order at 2:35 pm. Present were Rosemary Yocum, board president; Beverly Richmond, Library director; Barbi Johnson, treasurer; Deb Sudnikovich, Kathleen Hubener, Cathe Rosenberg, and Lori McReynolds via phone.

**Approval of agenda:** Deb **moved** and Kathleen **seconded** that the agenda be approved with one change; **“Approval of minutes” section should read “Nov 19, 2013.” Motion passed.**

**Approval of minutes:** Deb **moved** to approve the November 19, 2013 minutes. **Lori seconded. Motion passed.**

**Treasurer’s Report:** Barbi reported that a quarterly random bills/invoices audit was done by Cathe before the meeting. Cathe stated that everything looked good.

1. Monthly reports—**November 2013**

Edward Jones CD; \$10,000 maturity date 1/24/14.  
Checking: \$ 2,268.94  
CARR: \$9,488.68  
Market Plus: \$23,686.46  
Petty Cash: \$ 100.25

Monthly reports---**December 2013**

Edward Jones CD; \$10,000 maturity date 1/24/14.  
Checking: \$ 5,082.36  
CARR: \$4,892.06  
Market Plus: \$19,129.67  
Petty Cash: \$ 319.90

2. Approval of bills—There was discussion about the Kennedy’s Plumbing bill that was submitted in December because of the weather-related frozen pipe issues. Rosemary **moved and Cathe seconded that the bill be approved for payment. Motion passed. Deb moved that the November and December itemized bill payments be approved. Cathe seconded. Motion passed.**

The board discussed the possibility of leasing a larger propane tank, as Northern Energy has recommended. Barbi will check into pricing for this.

3. CD matures 1/24/14 – There was discussion about what to do with the CD that is maturing, whether to purchase a new CD or transfer the money to the CARRR account. **Deb moved to cash out the CD and transfer the funds to the CARR checking account. Rosemary seconded and the motion passed.**

**Library Director’s report:** Beverly reported that November and December seemed to stay steady even though the library closed because of weather related issues in the beginning of December. Holds and transits still are high. School visits continue and we are gearing up for summer reading. She reported that a staff member recently resigned with no notice. Anne Weitz has been filling in, and Beverly is currently interviewing applicants to fill the position. Beverly also reported that Bates is monitoring MooseBytes internet connectivity speed issues, in order to determine if we are actually receiving the speed we are paying for after the recent snafu.

**Correspondence** --none

## OLD BUSINESS

**CIN update:** Beverly reported that the CIN meetings continue to focus on the Bylaws and Circulation procedure issues that surround CIN. They met last week in Coeur d'Alene.

**Grants report:** Barbi reported that she will be sending out the Priest Lake Community Education grant summary for everyone's review in the next week. Barbi is also currently working with the USDA to request a grant that would cover up to 65% of the exterior painting of the building.

**Plaque to recognize organization's donations:** Barbi discussed recognizing organizations that contribute large donations to the library. The library currently has no plaque to recognize these organizations' donations and Barbi recommends the library purchase one. Discussion followed. **Deb moved that an Organization donor plaque be purchased that has 20 spaces for names of organizations who donate \$500 or more to the Library. Cathe seconded. Motion passed. They will discussion on how to name the plaque at next month's meeting.**

## NEW BUSINESS

**New computer(s) to replace those with Windows XP:** As there will be no Microsoft support for Windows XP after April 2014, Beverly discussed the two computers that will need to be addressed. One is the public access laptop and the other is the cataloging computer. Options were discussed. **Rosemary moved that the library use one of the ICfL laptops to replace the old public access laptop, and the library purchase a desktop and monitor with Windows 7 in the amount up to \$1,000 for the cataloging computer. Kathleen seconded and the motion passed.** Beverly will work with Bates on the purchase.

**Temperature alarm system for building---**Barbi discussed the temperature in the building the last month as been running a little high on Mondays. Beverly will follow-up with Kennedy's Plumbing and Newport Alarm to see about the cost of a temperature alarm system to help regulate the building better. Beverly will make sure that the thermostats are being turned down at night after all the cold weather passes.

### Policy manuals:

1. Distribute copies of policies revised last month to all board members---Rosemary distributed copies to all the board members present and put Lori's copies in her box.
2. Personnel Policy --There was discussion about the Library Director Evaluation form and the need to simplify and change the form. **Deb moved that Addendum 4 (Library Director Evaluation form) be simplified and condensed as presented by Rosemary. Rosemary seconded and the motion passed.**

**Board terms sheet:** Rosemary passed out the Board term sheet to all the board members, which lists when each board member's term began and when it ends.

**Board and staff contact sheet** – distribute copies to board members—Beverly will distribute a new contact sheet with corrections and additions soon.

**Staff Christmas Bonuses:** There was discussion about staff Christmas bonuses, which were inadvertently overlooked at the November meeting. **Cathe moved that staff gift certificates be purchased from Millies restaurant. Deb seconded. Motion passed.** Barbi will purchase and Beverly will distribute to staff.

**Larry (handyman) wage:** There was discussion about raising Larry's wages because he has not had a raise in many years. Discussion followed. **Deb moved that an increase be given to \$18.00 an hour. Kathleen seconded and motion passed.**

**Executive Session per Idaho Code 67-2345(b) – Complete Director annual evaluation: Rosemary moved that the board go into Executive Session as per above at 4:20 PM. Deb seconded and motion passed.** Roll call vote followed: Rosemary –yes, Deb – yes, Kathleen –yes, Cathe- yes, Lori – yes. The board came out of Executive session at 4:25 PM. Deb moved and Cathe seconded to give Beverly a raise of 37 cents/hour effective Feb 1, 2014.

**OTHER**

**Kudos:** to Rosemary for helping out so much in December with all the weather related issues and closure of the library.

**Adjournment:** Deb moved and Cathe seconded to adjourn the meeting at 4:26 PM. Motion passed.

**Next meeting: Tuesday, February 18, 2014 @ 2:30 PM**