

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, February 18, 2014 at 2:30 PM
Preliminary Meeting Minutes

Call to order: Rosemary called the meeting to order at 2:35 pm. Those present were Rosemary Yocum, board chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Lori McReynolds, Kathleen Hubener and Cathe Rosenberg. **Absent** was Deb Sudnikovich. Also attending was Wes Yasney as guest.

Approval of agenda: Lori **moved** to approve the Agenda. Kathleen seconded. **Motion passed.**

Approval of minutes: Lori **moved** to approve the January 21, 2014 meeting minutes be approved with these changes; CARR was misspelled, and the name of the donation plaque was to be decided at the next meeting. Cathy seconded. **Motion passed.**

Treasurer's Report: Barbi reported that she moved \$10,000 from the Edward Jones CD to the CARR account.

Monthly reports January 2014

1. Checking: \$ 1,307.62
2. CARR: \$14,012.36
3. Market Plus: \$15,452.85
4. Petty Cash: \$ 271.45

Approval of bills—Cathe **moved** that the January itemized bill payments be approved. Kathleen seconded. **Motion passed.**

Library Director's report: Beverly reported that the wi-fi bandwidth reports have been showing lots of usage. The number of transits that we are sending out has increased. Overall usage of the library is steady, however it might be a good idea to purchase a door counter for more accurate statistics. Beverly will check into this and report back.

Correspondence: Beverly reported that the library has received a number of monetary donations in Catherine Simpson's name. Beverly will send thank-you letters to those who donated. Rosemary reported that the board received a beautiful hand-crafted thank-you card from Barbi for the Christmas bonus.

OLD BUSINESS

CIN update: Beverly reported that CIN continues to meet to discuss circulation policy guidelines and bylaws. CIN has recently updated KOHA and the changes seem to be working well.

Grants report: Barbi reported that an article about the PLCEF grant to the library was published in the newspaper and sent to PLCEF as well. She also reported that the library will host an Idaho Humanities Council speaker on March 29, 2014 @ 1:00 pm here in the library. Beverly and Barbi said there will be press releases and promotion of the event. Barbi also reported that she is working with the USDA on a grant that would cover 65% of the painting of the exterior building or \$3,900.

Plaque to recognize organizations' donation: There was discussion about what to name the plaque. Lori moved and Cathe seconded to have the plaque read "Honored Organizations---Thank you for your generous donations to the Priest Lake Public Library." Motion passed.

New cataloging computer update: Beverly reported that Bates ordered and installed a new cataloging computer with a 25" monitor. The total cost was \$739.

Temperature alarm system for building: Beverly reported that Larry spoke to Jack at Newport Alarm who can install temperature alarm sensors in both bathrooms, which will trigger an alarm at their headquarters if the building inside temperature dips too low. The cost is \$75 each. Beverly will arrange for this to be done.

Propane tank: Barbi reported that the rental cost to switch from a 250-gallon tank to a 500-gallon one is only \$20/year more with Northern Energy. She also talked to North Idaho Propane and learned that their tank leasing prices are similar, but that we can save on propane costs by switching to them. Lori moved and Kathleen seconded to switch to North Idaho Propane, and to upgrade to a 500-gallon tank. **Motion passed.**

NEW BUSINESS

Library staff: Beverly reported that Mary (Marni) Mason was recently hired and is doing well. She is catching on quickly and is a great addition to the library. Beverly reported that Marni will be scheduled to work Saturdays by herself now.

Fundraising

- a. **Coolin Memorial Day Festival book sale** - Rosemary stated that at last year's Memorial Day Festival Beverly had to work all day both days at the library booth and she would like to see more people volunteer to help out this year so that no one has to work more than half a day. We will be selling library t-shirts and used books. Beverly will make volunteer sign-up sheets and post them at the front desk.
- b. **People Helping People Memorial Day silent auction** – the library can enter 3 items, and will receive 90% of the proceeds from their sale. We have the quilt made last year by Melissa Quilter, a basket that Tom and Arlina Holman will donate, and Wes Yasney volunteered to build a potters bench to donate.
- c. **Other fundraisers** - There was discussion about the need to have as many as possible. Beverly reported that Marni's daughter Molly of Noni's Wine Bar in Priest River has volunteered to host a fundraiser for the library there. The board also discussed having a summer fundraiser at the library – an outdoor picnic with live entertainment for the community where donations would be accepted.

Treasurer annual evaluation: Rosemary distributed evaluation forms for board members to fill out by next month's meeting, where Barbi's annual evaluation will take place.

Magazine racks: Beverly showed the board 2 lovely magazine racks that Steve Booth built and installed. He will also be installing new base trim and doorway trim in the old section of the building. This trim was removed when the carpet was replaced a few years ago and never replaced.

OTHER

Concerns/comments/Kudos

Adjournment: Lori moved to adjourn the meeting at 4:10 PM. Cathe seconded. **Motion passed.**

Next meeting: Tuesday, March 18, 2014 @ 2:30 PM