

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, March 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; board members Deb Sudnikovich, Cathe Rosenberg, and Kathleen Hubener; guest Wes Yasny. **Absent: Lori McReynolds.**

**Approval of agenda:** Deb moved that the agenda be approved. Cathe seconded. Motion passed.

**Approval of minutes:** Kathleen moved that the February 18, 2014 meeting minutes be approved as written. Cathe seconded. Motion passed.

**Treasurer's Report:** Barbi reported that the library received a warrant check from the county. She also reported that the PSB Visa card charged an annual fee of \$150, which she was able to get waived. She will research other options for a Visa cards in order to avoid the fee.

**Monthly reports—February 2014**

1. Checking: \$ 4,667.38
2. CARR: \$13,881.90
3. Market Plus: \$51,285.75
4. Petty Cash: \$ 749.15

**Approval of bills:** Rosemary moved that the February monthly bill payments be approved. Kathleen seconded. Motion passed.

**Library Director's report:** Beverly reported that February was a steady month for library usage. The 3<sup>rd</sup> & 4<sup>th</sup> graders from PLE were able to come to the library this month. The holds that we are shipping out are more than four times what we receive.

**Correspondence:** Beverly reported that we received a \$500 donation in memory of Catherine Simpson from the Spath Family. Beverly also reported that Sue Perrett, president of the Priest Lake Community Education Foundation (PLCEF), responded to the article we put in the paper. Sue stated she was very impressed with the continuing collaboration between the library and PLCEF.

**OLD BUSINESS**

**CIN update:** Beverly reported that the Bylaws for CIN will be voted on at the next meeting. Circulation and cataloging procedures are still being worked on. Rosemary said the board would like to see the bylaws.

**Grants report:** Barbi gave a report on the PLCEF grant and how it stands to date. Barbi also reported that the library did not receive the USDA grant we were seeking to fund painting the exterior of the building. Barbi is also working on a Community Assistance League grant for digital device presentations at the library.

**Plaque to recognize organizations' donations:** Barbi presented the new plaque. Beverly will arrange for Larry to hang it in the meeting room.

**Door counter update:** Beverly reported that the counter has been ordered and will arrive soon.

**Temperature alarm system for building:** Beverly reported that Newport Alarm will install the temperature alarm system soon. She will check with them to get an updated timeframe.

**Propane tank update:** Beverly reported that we changed propane providers to North Idaho Propane, and they installed a 500-gallon tank which we are leasing. Northern Energy will pick-up the old 250-gallon tank.

**Fundraiser update:** Wes reported that he is in need of barn wood for the Potter's bench he plans to build and donate for the PHP silent auction.

**Chocolate presentation:** Barbi reported that the library will host Dr. Lauren Fins for dinner on March 28<sup>th</sup> at 6:00 pm at the Ranch Club in Priest River. All board members are encouraged to attend. Dr. Fins' presentation will take place at the library on March 29 at 1 PM.

## **NEW BUSINESS**

### **Policy manuals:**

#### **1. Policy No. 10, p. 12 – Donations and Book Barn**

The board discussed adding verbiage about charitable contributions to our policy so that this information readily available. Kathleen moved that the following be added: "Charitable contributions to governmental units are tax-deductible under section 170 (c)(1) of the Internal Revenue Code if made for a public purpose." Rosemary seconded. Motion passed.

**Meeting attendance:** Rosemary reminded all board members to please notify her or Beverly in advance if they will be unable to attend a board meeting.

**Executive Session per Idaho Code 67-2345(b):** Rosemary moved to go into executive session per the above code for the treasurer's annual evaluation. Kathleen seconded. Motion passed. Roll call vote to go into executive session was: Rosemary Yocum - yes, Deb Sudnikovich – yes, Kathleen Hubener – yes, and Cathe Rosenberg – yes. The board went into executive session at 3:35 PM. Executive session ended at 3:50 PM.

## **OTHER**

**Treasurer raise:** Deb moved and Kathleen seconded to give Barbi a merit raise of \$.61/hour effective today. Motion passed.

**Adjournment:** Motion to adjourn was made by Rosemary at 3:55 PM. Deb seconded the motion. Motion passed and meeting adjourned.

**Next meeting: Tuesday, April 15, 2014 @ 2:30 PM---The next meeting is during NATIONAL LIBRARY WEEK and LIBRARY SNAPSHOT DAY—PLAN ON HAVING YOUR PICTURES TAKEN.**