

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday July 13, 2017@3:00 PM
Meeting Minutes

Call to order--Deb called the meeting to order. Present were Deb Sudnikovich, Board Chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Cathe Rosenberg, Lori McReynolds, Rosemary Yocum and Nancy Bushman.

Approval of agenda-- Nancy moved that the agenda be approved. Cathe seconded. Motion passed.

Approval of meeting minutes June 27, 2017--Rosemary moved that the meeting minutes of June 27, 2017 be approved with the additions and corrections. Nancy seconded. Motion passed.

Approval of Annual Meeting Minutes---Rosemary moved that the annual meeting minutes of June 27,2017 be approved with the corrections. Cathe seconded. Motion passed.

Treasurers Report--Barbi met with Nancy prior to the meeting to train her on the financial reports and to answer any questions regarding the financial reports. Deb did a random quarterly financial audit prior to the meeting. Deb stated that she reviewed 15 items and they all looked great.

1. **Monthly Statements--June 2017**

Checking:	\$	10,775.92
Carr:	\$	885.46
Petty Cash:	\$	489.10
Columbia Market	\$	70,567.58

Approval of Bills--Rosemary moved that the June expenditures be approved. Deb seconded. Motion passed.

Library Director's report--Beverly reported that the library was steady in the month of June. Beverly also reported that more and more people are using the wi-fi after hours and one of those people ran over the handicapped sign in the parking lot. It was able to be repaired.

Library Chair report--Deb reported that she is also attending the Trustee training on August 7, 2017.

Historian report--Cathe asked how much information should be kept? It was discussed and it was decided that all newspapers articles should be kept. Rosemary provided Cathe with the latest articles. Rosemary also provided Cathe with the legal notice of meeting that was in the paper. Cathe asked about digital copies m(i.e. policies, emails, agendas, etc.) being made of everything for the board members. There was discussion. It was decided that having digital copies available to everyone on the board was easier. Bates will look into the cost of IPAD devices for the board.

Legislature report--Rosemary discussed the foregone amount. Beverly discussed the IMLS funding that could be lost because of budget cuts.

Correspondence--Rosemary provided the newspaper articles.

OLD BUSINESS

CIN update--Beverly reported that the next CIN meeting is on July, 19, 2017.

Roof/Generator--Beverly reported that she had talked with two people about the generator installation. They are Fred Simpson and Kevin Bellah. Beverly stated she has not received a bid yet. Rosemary stated she had emailed them along with Steve Stoyanac and asked that their bids be submitted to the library by August 10, 2017. Beverly reported that she had spoken to a number of potential roofer contractors. Beverly reported that she had received a bid from Affordable Restoration for the board to review. The bid was for \$2,400.00. Rosemary moved that the board accept the bid from Affordable Restoration and the roof repairs be completed in the current fiscal year budget. Deb seconded. Motion passed.

Bank Account Signers--Barbi provided an update on the bank account signers, which are Lori, Barbi, and Beverly. Lori and Beverly will need to update their information at the bank. Lori moved that Deb Sudnikovich be added as a signer on all three bank accounts. Cathe seconded. Motion passed.

Personnel Policy--Rosemary moved that the Personnel Policy dated July 13, 2017 be approved. Deb seconded. Lori McReynolds abstained. Motion passed.

Addendum I – II--Rosemary handed out copies of Addendum I & II to the board members. Rosemary asked that the board members review these two addendums for next month's meeting to provide any changes or additions that may be needed.

Bookkeeping policy 16--Rosemary passed out Bookkeeping policy number 16 to all the board members for their manuals with the changes.

Budget--Barbi handed out the preliminary budget to the board members. There was discussion. Barbi stated that the forgone amount will also be included in the budget that is published. Cathe moved that the preliminary budget be approved. Rosemary seconded. Motion passed. The next budget meeting will be held on August 10, 2017.

Grants Report--Barbi reported that the ICfL grant for Stem in the amount of \$500.00 was completed with the cost of the guest speaker. The Maker Camp grant in the amount of \$500.00 Barbi, Lisa and Beverly will meet on Tuesday, July 18, 2017 to discuss. Barbi also reported with the roof repairs being completed in this fiscal budget, she will pursue a grant for carpet and the generator in the next fiscal budget.

Director/Treasure Evaluation forms--Barbi stated that in the May 23, 2017 meeting she had offered to work on updating the Director/ Treasurer Evaluation forms, now however that is part of policy review and it will be handled at a later date.

NEW BUSINESS

Board Rules--Deb passed out to the board a handout called Board Rules from ICRMP that shows board rules and responsibilities for the board to review.

Computer battery back-up--Rosemary moved that the library purchase battery back-ups for each computer for when the power goes out, and to spend an amount within our budget on them. Cathe seconded. Motion passed. Bates will research the best options.

Five Year Plan – due by September--Deb stated that she will set an appointment to meet with Beverly to discuss the five year plan in the next few weeks and report back to the board next month. Rosemary mentioned that all board members should review the current long-range plan and be ready with input for the new one.

Kudos/ Comments/ Concerns--Kudos to Beverly, Lisa and Marnie for their hard work during this busy summer season.

Adjourn:--Rosemary moved that the meeting be adjourned. Deb seconded. Motion passed. Meeting adjourned at 5 PM.

Next Meeting:--August 10, 2017 @ 3:00 pm.