

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Thursday August 10, 2017@3:00 PM**  
**Meeting Minutes**

**Call to order**-- The meeting was called to order at 3:05 pm. Those 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**--Rosemary moved that the agenda be approved with the correction that Steve Stoyanac would not be present today. Cathe seconded. Motion passed.

**Approval of meeting minutes July 13, 2017**-- Nancy moved that the meeting minutes of July 13, 2017 be approved. Rosemary seconded. Motion passed.

**Treasurers Report -July 2017**

1. Monthly Statements

Checking:	\$	11,101.55
Carr:	\$	885.49
Petty Cash:	\$	898.25
Columbia Market	\$	59,887.42

**Approval of Bills**--Deb moved that the July expenditures be approved. Cathe seconded. Motion passed. Deb requested that the payables to aging report be addressed.

**Library Director's report**---Beverly reported that July was an extremely busy month with summer reading and two other programs that were hosted.

**Library Chair report**--Deb reported that she attended the trustee training *hosted by Idaho Commission for Librarians* on August 7, 2017 with Rosemary, Cathe, Nancy and Beverly. Deb felt that the training was very informative and very useful.

**Historian report**-Cathe stated that the historian binder is now up-to-date and she has also created a program/flyer binder that will be in her box here at the library.

**Legislature report**--Beverly reported that state legislators and state representatives are looking at potential legislation for the 2018 session that might include after school programs at the library with librarians helping with homework, etc. Rosemary reported that a new law took effect on July 1, 2017 which increases the amount requiring a public works contractor from \$10,000 to \$25,000.

**Correspondence**

**Articles and other news**-- Rosemary handed a newspaper article to Cathe about the Matthew Lowell presentation *and another about general events at the library*. Beverly discussed all the donations that the library was receiving in Grace Rawlings memory.

## OLD BUSINESS

**CIN update** --Beverly stated that the July meeting was cancelled and the next meeting is next week.

**Generator and Generator Bids**-- Beverly and Rosemary discussed all the work that has gone into getting generator bids. Beverly passed out the bid from Bellah's Custom Homes, Inc. which totaled \$9,507.98.No bids were received from the other 2 contractors contacted. Deb moved that Bellah's bid be accepted and the project get started. Rosemary seconded. Motion passed.

**Roof Repairs**--Beverly reported that the roof repairs had been completed.

**Budget**-- There was discussion about the 2017-18 budget. Some of the numbers were adjusted by the board. Rosemary moved that the budget for fiscal year 2017-2018 be approved. Cathe seconded. Motion passed.

Rosemary then moved that a new patron computer be purchased not to exceed \$1,200 during this fiscal year. Nancy seconded. Motion passed.

**Grants Report**--Barbi reported that the STEM Grant from ICfL was totally spent. The Maker Camp grant was spent as well(*Maker Camp activities will take place in August, September and October*). Beverly and Barbi worked hard on these two grants and the totals came in over budget but the children loved all the STEM activities. Rosemary moved and Nancy seconded to seek a grant to People Helping People for 80% of the generator cost. Motion passed. Barbi will write the grant.

**Carpet Bid**--Barbi and Beverly discussed the carpet bid. Beverly will contact Shari's Home Interior and see if she can bring carpet samples to the next board meeting on September 14, 2017.

**Bank Account Signers**--Barbi stated that both Beverly and Lori had contacted the bank to make sure all the information they had on file was up to date. Deb will go to the bank soon to become an authorized signer on the accounts.

**Policies**-- Personnel Policy --addendum I and II for finalizing, and III a, b, and C for review for next time. There was discussion about addendumI and additions and corrections were made to update information. Cathe moved that Addendum I be approved with corrections. Rosemary seconded. Motion passed. Addendum II was then discussed and additions and corrections were made to that as well. Rosemary moved that Addendum II be approved with the corrections. Deb seconded. Motion passed. Policy III--parts A, B, and C will be reviewed at the next meeting.

## NEW BUSINESS

**Computer battery back-ups**--Bates has purchased the battery back-ups for all the computers and will be installing them in the next few weeks.

**Five Year Plan** – due by September--Deb stated that she will contact Beverly and set a meeting time to discuss the Five Year Plan in the next week. They will bring their ideas to the board for discussion and input at the September meeting.

**Building maintenance person**--Rosemary discussed the need for a building maintenance person who could also be in charge of building and maintenance larger projects (such as the roof and generator). She suggested it should be a local contractor who is familiar with building and carpentry. She would like to see this added to the 5-year plan.

**Wi-Fi needs for the future**--Rosemary discussed the possibility of increasing our internet speeds when we renew our *E-rate* contract next year due to the increase in usage at the library. She would also like to see this included on the 5 year plan.

**Expansion ideas for building and parking lot**--Rosemary wanted the board to think of possible expansion ideas for the library and the library parking *as part of the 5-year plan*.

**Kudos/ Comments/ Concerns**--Kudos to the STEM Programs this summer.

**Adjourn:**--Meeting adjourned at 5:30 pm.

**Next Meeting:** September 14, 2017 @ 3:00 pm