

Priest Lake Public Library  
**Board of Trustees Meeting**  
Priest Lake Public Library Meeting Room  
**December 17, 2008**

**Present:**

Lana Feldman, Chair; Rosemary Yocum, Vice Chair; Bob Ekler , Barbi Johnson; Treasurer and Jody Pettit; Secretary, Anne Weitz; Assistant Librarian, Kathy Vancil, Assistant Librarian. Absent: Laura Davis, Marcella Cooper

The Meeting was called to order by Lana Feldman at 9:05am

**Approval of Minutes:**

Rosemary moved to approve the minutes from the October 18,2008 Bob 2<sup>nd</sup> **Motion Passed.**

**Treasurer's Report:**

Barbi reported the October monthly numbers.

Checking: \$2,035.04

CARR: \$43,454.95

Market plus: \$ 16,698.51

Petty Cash: \$ 134.15

We are staring our new fiscal year. Barbi stated that she had not done the November report because she did not have a car to get here. She will have the reports in the Boards boxes on Monday December 22, 2008.

**Approval of Bills:** John Barnes Excavating sent us a bill for \$687.50 for removing trees and stumps near the propane tank. Barbi shared her issues with this from last year when the Board voted to pay him \$600.00 for his Volunteer services he had to be 1099 legally. He would not give Barbi his EIN (Employer Identification Number) or SS#. Barbi said she has tried to get the Number and has gave up so she wanted the Board to know that she called and talked to him today and let him know she will not pay the bill until she receives the information she needs from him.

**Library Director's Report:**

For the Month of November Jody reported on the activities and Statistics. (See Attached)

**Correspondence:**

The Library has received Christmas cards.

**Friends of the Library:**

There is no report at this time.

## Old Business:

1. **Water System Project-** Jamie Barton from Panhandle Health District sent a letter after meeting with Lana and Jody to examine the required work that was done by Storro's to the water system. She sent a letter with certain recommendations that we needed to follow up on "See Attached". Jody said she has done the necessary things that were stated in the letter except for a lock on the manhole, but this could wait till the spring. Jamie also let Jody know that if November and December water samples come back clear she will see about putting us back onto to a quarterly testing schedule.
2. **Parking lot-** Lana had shared that she would like to set up a work session to work on plans for the Parking lot. The Board thought February would be a good time to meet. Will follow up on a date and time set. Rosemary wanted to make sure that before the work session in February Jody get letters from the plow guy and the bus drivers in their concerns for the parking lot.
3. **Computer replacement-** We now have a brand new computer and a new monitor to replace an old bulky one. Also Jody reminded the board that when the grant goes through with CIN that it is required we must purchase 2 new computers (Work Stations). When she hears more information she will be contacting Bates to see what is required.
4. **Progress of automation project-** Jody reported to the Board that John Hartung stated that our database needs work. There are two options. 1. Is to have a man that works for Voyager that CIN uses. He is located in Chicago and will charge the Library \$3,500 to work on our Database and an extra \$1,700 to "upload" onto the CIN Network. John recommended that we use Gonzaga to do the work. They have students that work there and can do it all right here. Rosemary moved to have Gonzaga to work on our Database, Bob 2<sup>nd</sup> **Motion Passed.** Jody will follow up with John. The rough draft was sent in on the October 30, 2008 it was approved. We should know around January 23, 2009 if we are accepted.
5. **Job Descriptions-** Barbi wanted to know if there was any way of changing the Tier 1, 2, 3. She said the way she has it its confusing to her. The board went over some options but stayed with the Tier 1, 2, and 3. There were some necessary things that need to be changed and added. Rosemary moved to make the changes on the Job Descriptions Bob 2<sup>nd</sup> **Motion Passed.**
6. **Trees and Boulders removed from propane tank-** It's done!

7. **Credit Card limit-** Barbi stated that the Library's request to up the Credit Card limit was denied. She talked to the bank manager and was told two ways we could do this is either have a co-signer or at least \$3,000 in a CD for one year. Barbi said we could transfer \$3,000 from the CARR account to the CD. Rosemary made a motion to transfer the money from the CARR account to the CD Bob 2<sup>nd</sup> **Motion Passed.**
8. **Article IV section 3:** see "PLPL Manual "In the Past there has been concern about board members attendance. Lana stated that each member can miss 2 meeting as stated in the By-laws. As long it is excusable. She wanted the rest of the Board to know that it would be nice if you cannot make a meeting to call the Chair person to let them know. This way if there is something that is in the meeting that requires all Board Members attention it can be moved to the next meeting when all members are present. It was suggested that if you cannot attend maybe checking into doing a teleconference. Bob said there are certain things out there we could try for free on the computer and maybe using the speaker phone.
9. **Property Survey-** Rosemary shared that she received copies of the survey map. Jody told the Board that she will make smaller copies and give to the board.

## **New Business**

1. **CIN MEETING:** Jody shared that she will be meeting with John Hartung later today and December 30<sup>th</sup>. To go over anything that we may need to do to get ready for the switch over of our database. Jody also shared that we are now official CIN members and Jody will be going into Coeur d' Alene every 3<sup>rd</sup> Wednesday of each month.
2. **Changing Board Meetings:** Jody needs to go CIN Meeting every third Wednesday of each month. This falls on the same day as our Board meetings. Rosemary made a motion to change the Board meeting to every third Tuesday instead every third Wednesday. Bob 2<sup>nd</sup> it **Motion Passed.**
3. **Form 470 2009-2010:** This is a grant to help pay for basic phone and internet services. Board wants Jody to request a form for it and to take a look at it.

Rosemary made the **motion** to adjourn the meeting at 11:50 am, -Bob 2<sup>nd</sup>, **Motion was passed**

**Next Board meeting is January 21, 2009**

