

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday September 14, 2017@3:00 PM
Meeting minutes

Call to order: Deb called the meeting to order at 3:01 pm. Those present were Deb Sudnikovich, Board Chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Cathe Rosenberg, Lori McReynolds, Rosemary Yocum, Nancy Bushman and Emily Sitz from the Idaho Commission for Libraries (ICfL).

Approval of agenda: Rosemary moved that the agenda be approved. Lori seconded. Motion passed.

Approval of meeting minutes August 10, 2017: Rosemary moved that the meeting minutes be approved with corrections. Nancy seconded. Motion passed.

Guest Emily Sitz from ICfL--trustee follow-up: Emily discussed and handed out to the board members the ICfL Mission Statement. Emily discussed the recent trustee training held in Coeur d' Alene and ways to improve it. She also provided other valuable handouts to the board. Emily can be reached via email at emily.sitz@libraries.idaho.gov or by phone @ 208-882-8882.

Treasurers Report: August 2017

1. Monthly Statements

Checking:	\$	11,539.23
Carr:	\$	1,597.19
Petty Cash:	\$	2,252.13
Columbia Market	\$	86,133.08

2. Approval of Bills-- Deb moved that the August monthly expenditures be approved. Cathe seconded. Motion passed.

Library Director's report: Beverly reported that the month of August was an extremely busy month. August saw more patrons than this time last year. The library hosted several extremely successful presentations that were well received by the community and the library scanned, faxed emailed and notarized more documents than in the past months.

Library Chair report: Deb reported that she will be attending the Idaho Library Association (ILA) conference in October with Beverly and Rosemary.

Historian report: Cathe reported that she will add the latest newspaper articles to the scrapbook.

Legislature report: Beverly and Rosemary reported that they had no updates or changes.

Correspondence, Articles and other news: Rosemary passed out all the last month's articles and press releases from the local papers to Cathe. She noted that there are at least 4 articles per month in the local newspapers, compared with none when she first came onto the board in 2006. Barbi provided a thank-you card for everyone to sign for Hailey Richards who has assisted with two Maker Camps.

OLD BUSINESS

CIN update: Beverly reported that CIN is continuing to work on Discovery and they may be changing online language databases shortly.

Budget: Barbi reported that she has submitted all the L2 2017-18 budget paperwork to Bonner County Auditor Dan Shea.

Grants Report: -Barbi reported that she had submitted the final report for the STEM grant to ICfL. Barbi has written a grant request to People Helping People for 80% of the generator installation. The board also discussed options for continuing Wi-Fiservices during power outages, and authorized Bates to look into options at our Airpipe tower (AKA tree).

Carpet Bid: Beverly passed around carpetsquare samples from Sheri's Home Interiors and answered the board's questions about it and options for the new carpet. Rosemary recommended that since we have budgeted for new carpet in the 2017-18 budget, our goal should be to have it installed within that timeframe. It was decided that this item will be discussed again later.

Bank Account Signers: Barbi and Beverly reported that they had tried to update bank account signers and were told at the bank that nothing further was needed at this time. Deb went in and added her name to the accounts. All signers (Deb, Barbi, Beverly and Lori) now need to return to the bank and update their information apparently.

Policies-- Personnel Policy: Beverly provided copies of the revised addendums I and II. Addendum III a, b, and C were reviewed with changes made. Beverly will provide revised copies at the next meeting. Next policies for review will be addendums IV and V in October.

NEW BUSINESS

Bob Stutz and gift certificate: It was discussed and decided that Deb would look into ordering Priest Lake Library coffee mugs for all the volunteers, and also to sell at the library. Deb will report at the next meeting the costs and options for mug purchases.

Old Handheld devices: Beverly reported that there are 5 hand-held devices that need to be surplussed out of inventory (Kindles and Nooks). There was discussion. Deb moved and Rosemary seconded to sell these devices in the Book Barn for \$25 each. Motion passed.

Five Year Plan: Rosemary was the only board member who gave input for the five year plan. Rosemary will email her suggestions to Beverly, who will then forward them to the board for their input and suggestions. The board will try to finalize the plan at the October meeting.

Building maintenance person: Beverly discussed the need for a new building maintenance person as the building needs are becoming more involved than what our current building maintenance person wants to handle. The board agreed that Beverly can hire a subcontractor of her choice for this position. The subcontractor will be required to carry liability insurance and provide proof of it.

Wi-Fi needs for the future: Beverly reported that our current E-rate contract will expire on June 30, 2018. The E-rate year runs from July 1 – June 30 each year. The needs of the library for Wi-Fi usage is continuing to increase. Beverly will increase the bandwidth speed requested as she applies for E-rate for the cycle that begins July 1, 2018. Emily mentioned that ICfL may pick up the difference between what E-rate pays and what is charged by our internet provider (which the library currently pays). Bates will work together with Beverly to see what our options are for changing Wi-Fi carriers and/or increasing speeds and improving the service to the library.

Expansion ideas for building and parking lot: This item was moved to next month's meeting.

ILA travel costs: Rosemary, Beverly and Deb will be attending the October annual conference in Boise. The board discussed how the trustees would be reimbursed for their costs (travel, attendance fee, meals). Rosemary mentioned that a portion of hers and Beverly's costs will be reimbursed by the Idaho Library Association, since they are both board members of ILA. Deb moved that the trustees turn in their receipts to the library and be reasonably reimbursed for their costs. Cathe seconded. Motion passed.

Director Salary: Rosemary moved that Beverly be salaried at the budgeted rate for the upcoming fiscal year beginning October 1, 2017. Nancy seconded. Motion passed.

Kudos/ Comments/ Concerns--Beverly thanked all the volunteers for their help with all of the presentations in the month of August. Rosemary thanked Emily for driving all the way from Moscow to attend our meeting. The board thanked Beverly for providing the delicious apple caramel cheesecake.

Adjourn: Rosemary moved that the meeting be adjourned at 5:45 pm. Lori seconded. Motion passed.

Next Meeting: **October 12, 2017 @ 3:00 pm**