

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, September 16, 2014 at 2:30 PM**

**Call to order:** Rosemary called the meeting to order at 2:35 pm. Present were Rosemary Yocum, Chairperson; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; board members Deb Sudnikovich, Lori McReynolds, and Barb Benscoter. Also present was guest Larry Ayer.

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

**Approval of minutes:** Deb moved to approve the August 19, 2014 meeting minutes. Rosemary seconded. Motion passed.

**Treasurer's Report: July and August 2014**

**July 2014**

Checking:	\$12,063.69
CARR:	\$407.76
Market Plus:	\$22,543.84
Petty Cash:	\$297.36

**August 2014**

Checking:	\$8,540.70
CARR:	\$4,960.54
Market Plus:	\$34,969.09
Petty Cash:	\$1,616.20

**Approval of bills:** Deb moved that the July 2014 expenditures list be approved. Cathe seconded. Motion passed. Rosemary moved that the August 2014 expenditures list be approved. Lori seconded. Motion passed.

**Library Director's report:** Beverly reported that again the number of visitors to the library continues to increase. August was extremely busy and a very productive month.

**Correspondence:** none

**OLD BUSINESS**

**Mailbox repair and maintenance:** Larry reported that he discussed the mailbox placement with the Priest River postmaster and that the box can not be placed on library property. The box must be between 41-45 inches high. Lori moved and Cathe seconded that a new locking mailbox and post be purchased and erected by Larry. Motion passed.

**Emergency interior backup lights:** Larry discussed the emergency back-up lights near the back door that needs replacing. He recommended getting LED lights, which are a bit more expensive, but they last much longer. Deb moved and Lori seconded to purchase the lights. Motion passed.

**CIN update:** Beverly reported that this month CIN will be hosting cataloging and circulation training meetings. Beverly would like all the staff to attend the cataloging training in Coeur d'Alene.

**Grants report:** Barbi reported that she is following up with the People Helping People grant request and she was also following up with the Lions for the projector/screen grant request.

**Fundraiser update**

1. **Quilt raffle** drawing was done by Beverly prior to the meeting. The quilt raised \$75.
2. **Paint Can** fundraiser has raised \$225 to date. The paint can will stay at the circulation desk for a while longer in the hopes of getting more donations.
3. Beverly presented a fundraising idea called **“Fill Our Shelves”** that involves distributing flyers asking for monetary donations to purchase media for the library. Beverly and staff will implement this program soon.

**Building exterior painting update:** Beverly reported that the painting of the exterior old building is complete and that John Mason is working on the roof repairs before the weather changes.

**Library events:**

1. Guest Speaker Rae Ellen Lee –Beverly reported that Ms. Lee, a local author, gave a good presentation and that there were many people in attendance.

**NEW BUSINESS**

**Policy manuals:**

1. Rosemary distributed Security Camera policy revised last month for placement in manuals.
2. She also distributed updated table of contents for Policy Manuals.
3. Patron Code of Conduct policy – The board discussed changes to the Patron Code of Conduct policy. Rosemary moved that the changes be added. Cathe seconded. Motion passed..

**Volunteer gift cards:** The board agreed that no gift cards be purchased this year for volunteers, due to the fairness of presenting a card to just one volunteer vs. all volunteers. The volunteer picnic served as a thank-you to all volunteers.

**ARSL (Association for Rural & Small Libraries) 2014 annual conference:** Beverly reported that the conference was full of information and helpful ideas. Beverly is planning on implementing two new programs she learned about at the conference: Legos in the Library, and Lifelong Learning for all in the near future.

**Library Ladies Luncheon:** Rosemary is hosting a luncheon for library staff and board ladies at her house on Sunday Sept 28<sup>th</sup> at 1:00 PM.

**Insurance property schedule review:** Barbi distributed the ICRMP 2014-15 year property schedule to all board members for their review. The board agreed that current coverage amounts are adequate.

**Next Meeting Date and Time:** Beverly stated that next month’s meeting time conflicts with CIN training in Coeur d’Alene so she requested that it be moved to a different day. The board agreed on Tuesday October 28.

**OTHER**

Concerns/comments/Kudos--none

**Adjournment:** Deb moved and Lori seconded to adjourn the meeting at 3:45 PM. Meeting adjourned.

**Next meeting: Tuesday, October 28<sup>th</sup> @ 2:30 pm**