

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, September 27, 2016 @ 3:00 PM**  
**Meeting minutes**

Call to order: Deb called the meeting to order at 3:05 pm. Present were Deb Sudnikovich, board chair; Beverly Richmond, Library Director; Barbi Johnson, treasurer; Cathe Rosenberg, Lori McReynolds, and Barb Bencoter. Guests were Rick Ruffle and Shana Hollingshead.

Approval of agenda: Cathe moved that the agenda be approved with the addition of Jan Wall and ILA travel under old business. Lori seconded. Motion passed.

Approval of August 18, 2016 meeting minutes--minutes will be amended and brought to next meeting for approval.

August 23, 2016 meeting minutes--Maggie moved that the August 23, 2016 meeting minutes be approved. Cathe seconded. Motion passed.

September 1, 2016 meeting minutes--Maggie moved that the September 1, 2016 meeting minutes be approved. Cathe seconded. Motion passed.

**Treasurer's Report: August 2016**

1. Monthly reports

Checking:	\$	10,168.83
Carr:	\$	588.66
Market Plus:	\$	52,269.85
Petty Cash:	\$	2,273.30

2. Approval of bills: Barb moved that the August monthly expenditures be approved. Maggie seconded. Motion passed.

Library Director's report --Beverly reported that August was again an extremely busy month, many of the patrons that came to the library were first time visitors which resulted in the library issuing more library cards.

Correspondence--none

**OLD BUSINESS**

CIN update--Beverly reported that she did not attend the CIN meeting because she was on vacation.

Grants report--Barbi reported that the Coolin Civic Organization restricted donation grant for programs was closed. She is pursuing a People Helping people grant for meeting room wi-fi upgrades next week. A grant request to the Lions Club in the amount of \$800.00 was submitted last month. Barbi reported that \$61.60 was spent on the summer reading grand finale and there is approximately \$200.00 remaining of that grant.

Jan Wall- e-rate--Beverly reported that the library has started to receive e-rate reimbursement for the telephone and wi-fi.

ILA travel---Beverly reported that Rosemary Yocum has booked her flight for the ILA conference to receive the Trustee of the Year award.

**NEW BUSINESS**

Time sheets--Beverly reported that there is not a current time sheet policy and that that was something that should be addressed.

ICRMP policies --Beverly reported that she had emailed ICRMP personnel policies to everyone.

Review Insurance Property Schedules--Barbi will check into the current policies and report back at the next meeting.

**OTHER**

Concerns/comments/Kudos--None

**Adjournment--Barb moved that the meeting be adjourned at 4:07 pm. Maggie seconded. Motion passed.**

**Next meeting: October 25, 2016 @ 3:00 pm**