

Priest Lake Public Library
Board of Trustees Meeting
Priest Lake Public Library Meeting Room
January 21, 2009

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

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

Approval of Minutes:

Bob moved to approve the minutes from the December 17, 2008, Marcella 2nd **Motion Passed. There was one correction to the minutes, Article IV section 3, states that board members cannot miss 2 consecutive meetings.**

Treasurer's Report:

Barbi reported the December monthly numbers.

Checking: \$ 3,571.98

CARR: \$ 42, 246.59

Market plus: \$ 17,385.33

Petty Cash: \$ 58.80

Approval of Bills:

None

Library Director's Report:

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

Correspondence:

None

Friends of the Library:

There is no report at this time.

Old Business:

1. **Parking lot-** Jody had a letter from the school bus driver (Marcia) and expected more from snow removal person (Mike). A work-planning meeting was discussed. The time that worked best for everyone was after the February meeting. Before that time, Lana suggested that the lot be measured so the board knows how much area there is to deal with.

2. **Progress of automation project-** Jody reported on her meeting with John Hartung of CIN on January 15th. She suggested that we look into purchasing a second laptop to use for the front desk that would be dedicated to the CIN work. She also said that Carrie Wilson would come to PLPL to train the staff on the use of the automation. It was also suggested to Jody that the staff make a trip to a library that is already automated to see how the process works.
3. **Job Descriptions-** Rosemary stated that the job descriptions still needed a starting salary range, not just a starting salary.
4. **Credit Card limit update** -Barbi stated that the Library's request to up the Credit Card limit was reviewed. She has submitted the paperwork to increase the credit limit to \$4,500.
5. **Form 470 2009-2010:** This form is for a grant for internet usage and phone usage. Lollie advised Jody that it was a lot of work and not good staff time management for the amount of money that you get out of the grant.
6. **Meeting Attendance-** Laura wanted to adjust the number of times a board member could be absent from meetings stating that the 2 meeting rule was put into effect when there were only 6 meetings a year. It was pointed out that the rule was for consecutive meetings. Laura stated that she was going south and would like to resign from the board.

New Business

1. **Letter from North Idaho Insurance-** Barbi said that she was notified that the insurance on the building was not high enough. They suggested that the building insurance should be increased by \$60,000. **Rosemary moved and Marcella 2nd** that Barbi should increase the value of the building by \$60,000 and the contents for \$80,000-\$100,000. **The motion passed.**
2. **Possible Laptop for Front Desk-** Jody requested approval for a new laptop for the front desk. Rosemary made a Motion ,Marcella 2nd to go ahead and purchase a Laptop when needed for the Cooperative Information Network

3. **DVD/VCR (TV/DVD/VCR)**-Jody **suggested that** she look into getting a new DVD/VCR machine for patron use. There are groups that would like to use a DVD player for their meetings. Discussion was about whether or not there was a need for a new TV also. Jody was going to get prices.
4. **Six month evaluation for Director**- Lana said that it was past time for Jody's evaluation. Lana asked each board member to fill out the evaluation and return it to her box by the next meeting so she can give Jody her evaluation.
5. **Laura's resignation** Jody was asked to put a sign up advertizing the interim board position. Laura's position will expire in May. Rosemary will put an article into the Priest River Times and the Miner for the position.

Concerns/Comments/Kudo's - Bob wanted to thank Laura for her years of service to the library. He suggested that we do something for her and Laura said she didn't want anything.

Laura moved and Marcella 2nd a motion to adjourn at 10:35am. **Motion was passed**

Next Board meeting is February 17, 2009

Adjournment