

Priest Lake Public Library  
**Board of Trustees Meeting**  
Priest Lake Public Library Meeting Room  
**March 17, 2009**

Present: Lana Feldman, Chair; Rosemary Yocum, Vice Chair; Bob Ekler; Barbi Johnson, Treasurer; Marcella Cooper; Arley Sue Hagman; Anne Weitz; Assistant Librarian.

The Meeting was called to order by Lana Feldman at 3:00 PM.  
Lana administered the oath of office to Arley Sue Hagman.

**Approval of Minutes:**

Rosemary moved to accept the minutes with the below corrections from the February 17, 2009, Meeting. Marcella seconded and **Motion Passed. Corrections to the minutes were as follows: Page 1, 6 months added to CD; Page 2 Old Business, paragraph 2, Continuing Adult computer education added to goals; Page 2 New Business, paragraph 3, changed meeting time for March.**

**Treasurer's Report:**

Barbi reported the February monthly numbers.  
Checking: \$ 1,892.40  
CARR: \$ 42,256.84  
Market plus: \$43,323.57  
Petty Cash: \$63.79

Discussion followed regarding putting some money from the CARR fund into a high interest bearing account. Barbi reported that she found an eight month CD with an interest APY of 2.05% with a one-time interest rate bump available.

**Approval of Bills:**

None

**Library Director's Report:**

For the Month of February, Anne reported on the activities and Statistics. (See Attached)

**Correspondence:**

Letter from NIC on Proctoring, stating that they will have proctoring sites, and will most likely not be using the PLPL. They will not pay for proctoring services.

**Friends of the Library:**

There is no report at this time.

**Old Business:**

1. **New Meeting time:** Arley Sue said that she had no conflict with meeting on the third Tuesday at 3:00pm. **Rosemary moved and Bob seconded that the PLPL Board meetings be set for the third Tuesday of the month at 3:00pm. Motion passed.** A legal notice must be sent to the paper reflecting the change in the time.
2. **Parking Lot:** Bob talked to Pat Anderson and he would like design the project and bid the job. He will share the design with Don Storro who also wants to bid. Rosemary said that since the job was more than \$10,000 that a legal ad has to be placed in the paper. Bob suggested that he find out how much Pat Anderson would

charge for the design, and have everyone bid the same specs. Time frame for the job would be starting design in April. **Rosemary moved and Arley Sue seconded the motion that Pat Anderson be approached to do a design for the parking lot. Motion passed.**

3. **Job Descriptions:** Add secretarial duties to Asst. Librarian position. Add Clerk duties to Director position. Change the Title page to reflect change in titles, wages, etc. Work on Substitute Director criteria for next meeting.
4. **TV DVD/VCR Purchase:** Board okayed the purchase of a new TV not to exceed \$500, a new DVD/VCR for not more than \$100 and to look into a local craftsman to build a stand for not more than \$400.

## **New Business**

1. **CIN Checkout policy:** The board okayed a 4 week check out policy for books, that will offset the travel time for CIN loans.
2. **ILA Region 2 Conference:** Board okayed sending 2 people to the meeting. **Rosemary motioned and Marcella seconded that the conference may be attended by two staff members. Motion passed**
3. **Library Key Update:** Keys were given to Marcella Cooper and Arley Sue Hagman. A key needs to be made for Rosemary. They were instructed on the security system.
4. **Leak in wall:** Board was made aware of the problem of water leaking into the library in the winter.
5. **Meeting Room Usage:** The policy was discussed and no changes were made to the policy. It was discussed that in the rare event that a group went over the time, and no library personnel was at the meeting that the library would try to accommodate the group by adjusting the schedule on a case by case basis.
6. **Clerk position:** Board would like the job of clerk to be added to the Director's position to have continuity in posting the legal notices. These duties are associated with the election to the board. Lana will check when the legal notice needs to be in for this years' candidate filing. **Rosemary moved and Arley Sue seconded that the job of clerk be changed to the director position starting the first of May 2009.**

## **Adjournment**

Bob moved and Marcella seconded a motion to adjourn at 4:48pm. **Motion passed.**  
**Next Board meeting is April 21, 2009 at 3:00pm**