

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

Present: Lana Feldman, Chair; Rosemary Yocum, Vice Chair; Bob Ekler; Barbi Johnson, Treasurer;
Arley Sue Hagman, Jody Pettit; Secretary ,Anne Weitz; Assistant Librarian, Kahri Wigen ; Guest
Absent; Marcella Cooper

The Meeting was called to order by Lana Feldman at 3:00 PM.

Approval of Minutes:

Rosemary moved to accept the minutes Meeting. Bob seconded and **Motion Passed.**

Treasurer's Report:

Barbi reported the February monthly numbers.

Checking: \$ 2,213.57

CARR: \$ 21, 262.22

Market plus: \$39,086.68

Petty Cash: \$ 103.95

Barbi reported that we had some quiet months.

Approval of Bills:

None

Library Director's Report:

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

Jody let the Board know that the CIN Grant has been approved and we should moving forward starting the first of May. Jody stated that Kari Wilson from Hayden stopped by and installed the Voyager Software on one of our Computers.

Correspondence:

Email from Jan Wall reminding us of our Budget hearing. Barbi shared she took care of it by emailing the Budget meeting time down.

Friends of the Library:

There is no report at this time.

Kahri Wigen came by to ask us how we would like the letters on the sign and to let us know what size she will be using for the lettering for our website address.

Old Business:

1. **Job Descriptions:** Jody handed out the Amended and Approved 4/2009 versions of the Job Descriptions.
2. **Substitute Library Director:** Board discussed the Substitute Director position. The Board thought it should be left up to the Director. **Rosemary made a motion** that if

any current staff is appointed to the Sub- Director position they received a raise of \$1.00 an hour more to their existing wage. **Bob seconded , motion was passed**

Parking Lot- continues discussion: In an Email between Rosemary and Jan Wall. Jan wrote: Here's what I read from code:

There are three figures that seem to apply in this case:

- 1) If the project is less than \$25,000, you do not need to go out to bid. (67-2803).
- 2) If the project is less than \$10,000, you don't have to have a public works contractor. [54-1903(i)]. (The assumption is that if the project is more than \$10,000, you would need a public works contractor.)
- 3) BUT If the cost is less than \$50,000, you could follow 67-2805, which states that if there may be a lack of available licensed contractors, you would publish a notice of intent (etc.)

So, to be on the safe side, I would follow 67-2805, since your project is more than \$10,000 and you have indicated that you want to have bids for the project.

I hope this helps!

Jan

Rosemary presented a written summary of the parking lot renovation project description and specifications that she prepared based on discussions at prior meetings. After some discussion, Rosemary moved that we go forward with the project by seeking bids based on the project specifications and bid instructions she presented. Arley Sue seconded and the motion carried.

Rosemary volunteered to email /call information to Priest River Times to have information to print in legal and want ads calling for bids to be submitted by May 16, in time for the next board meeting. Jody will mail Letter to all local excavating contractors inviting them to submit a bid.

3. **Election update:** The election for Board Members will be on August 4th. At this time Bob shared that he will not be able to attend the meetings in July, August, and September due to other business. The Board decided to check in teleconferencing or speaker phone. So Bob can still be a part of the meeting while away. Jody and Bob will check into this.
4. **Roof Leak:** Jody will call Copper Bay to see if they will come down and find out why our roof is leaking.

New Business

1. **Board Files:** Jody asked the Board about their filing cabinet and thought it would be a great time to go through and organize their files. The Board appointed Jody or any staff member to this.
2. **Summer reading Agenda:** Jody shared with the Board of the Summer Agenda to give them an idea what will be happening.
3. **Library Hours:** There were many thoughts and ideas on changing and adding hours to the Library. It was discussed that if in the fall of September 2009 to stay open on

Fridays. With doing this the scheduling of the staff would need to be tweaked in order to not mess with the Budget for wages.

4. **Budget:** Barbi shared that we need to set a time and date to look over our budget. Barbi, Jody and Rosemary will set a time to do this.
5. **Newsletter:** Barbi wanted to know if the board would still like to do a newsletter again this year. Jody shared of her idea of have a pamphlet ready to give out to the patrons explaining the new and excited changes the Library will be offering when we go automated. The board decided to cancel the newsletter and to come up with something when that time comes.

Concerns/Comments/Kudos

The board thanked Rosemary for all her effort in writing out the 2009 Parking Lot Renovations Specifications.

At this time Jody wanted to let the Board know on how well she thought Anne was doing as Assistant Librarian. A raise was discussed. Bob **made a motion** to Give Anne a raise starting 4/27/09. **Arley Sue seconded it Motion passed.**

Adjournment

5:00pm meeting ended. Next meeting May 19, 2009

Bob moved and Marcella seconded a motion to adjourn at 4:48pm. **Motion passed.**

Next Board meeting is May 19, 2009 at 3:00pm