

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, October 25, 2016 @ 3:00 PM
Preliminary Meeting Minutes

Call to order—the meeting was called to order at 3:00 pm. Present were Cathe Rosenberg, Vice Chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Lori McReynolds and Barb Benscoter. Absent was Deb Sudnikovich. Guests were Shana Hollingshead, Bates Colfied and Rosemary Yocum.

Approval of agenda—Maggie moved that the agenda be approved with the amendment of changing Purchase Computers to the top. Barb seconded. Motion passed.

Approval of minutes: Meeting Minutes **August 18, 2016**—Maggie moved that the August 18, 2016 meeting minutes be approved with the correction of Meeting minutes instead of Agenda. Lori seconded. Motion passed.
Sept 27, 2016—Lori moved that the Sept. 27, 2016 be approved with the noted corrections. Maggie seconded. Motion passed.

Treasurer’s Report:---Barbi reported that she and Maggie started the random quarterly financial review and it will be completed shortly.

SEPTEMBER 2016

1. Monthly reports	
Checking:	\$ 7,237.50
COLUMBIA CARR:	\$ 588.66
COLUMBIA MARKET PLUS:	\$46,982.36
Petty Cash:	\$ 493.71

Approval of bills—Maggie moved that the September 2016 expenditure be approved. Lori seconded. Motion passed.

Library Director’s report---Beverly reported that September was another busy month for the library. Total circulation was much higher than this time last year. Patrons continue to use the library and enjoy all the resources that we have to offer.

Correspondence--None

Purchase Computers---Bates reported that at present there are two computers that are in need of replacement. They are Barbi’s computer and one of the children’s computers. He also stated that all of the patron computers will need to be replaced in the coming months and years. He stated that one of the patron computers needs to be replaced real soon. Discussion followed. Maggie moved that Bates purchase two computers to replace the kids and Barbi’s computer for a total of \$2,000.00. Lori seconded. Motion passed.

OLD BUSINESS

CIN update—Beverly reported that the Ebsco Discovery roll-out date is still in the works, the CIN team has had some difficulty with the authentication methods needed for all of the libraries, but they hope to have that taken care of shortly.

Grants report---Barbi reported that she has mailed off the People Helping People grant request to update the wi-fi in the conference room. She stated that Beverly has spent \$86.14 of the \$100.00 from the Coolin Civic Organization there is still \$13.86 remaining. Barbi stated there is \$200.00 still remaining in the Summer Reading grant. Barbi reported that Beverly has just sent her information on a possible \$500.00 grant from the Ezra Keats foundation for back-packs. She will follow-up on this.

Insurance/Property Schedule—Barbi reported that the insurance/property schedule values were as follows, book barn: \$13,000, library \$423,904.00, small storage shed, \$1,000.00, larger shed, \$6,000.00, small sign \$1200.00 and larger sign \$4,000.00. There was discussion about the values with the board members. It was decided that Barbi should change the larger shed contents value to \$3,000.00. Barbi will contact the insurance and let them know to make this change.

NEW BUSINESS

ILA -- Rosemary Yocum –Rosemary stated to the board that she wanted to express her sincere appreciation to the board for letting her attend this conference. She stated to the board that it is very important that board members seek all the training that they can as trustees. Rosemary gave a handout to each of the board members of some of the information that she received while attending sessions that were pertaining to board trustees. Rosemary stated that these were some of the things she learned will attending and wanted to pass the information on to the board. Our policy manual is out of date, board members must attend all meeting, meeting dates cannot be changed unless it is an extreme emergency, guests are only allowed to speak if they are on the agenda and the board chair needs to be consistent. *See attachment.*

Guests etc---Barb Benscoter---Barb stated that Rosemary had covered how guests should be on the agenda and that covered everything that she wanted to clear up.

Executive Session--per Idaho code 74-206 (1) (b) staff updates with concerns and session in ILA – a roll call vote to go into executive session 74-206 (1) (b) was done. Cathe Rosenberg—Yes, Barb Benscoter—Yes, Maggie Drummond—Yes, Lori McReynolds- No. Cathe moved that the board go into executive session 74-206 (1) (B) for staffing concerns at 4:15 pm. Barb seconded. Motion passed. The board came out of executive session at 5:10 pm.

OTHER

Concerns/comments/Kudos---None

Adjournment---Maggie moved that the meeting be adjourned at 5:15pm. Cathe seconded. Motion passed.

Next meeting: November 22, 2016 @ 3:00pm