

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, November 24, 2015 at 3:00 PM**  
**Meeting Minutes**

Call to order--Deb called the meeting to order at 3:00pm. Present were Deb Sudnikovich, board chair; Beverly Richmond, Library Director, Barbi Johnson, Treasurer; Lori McReynolds, Rosemary Yocum, Cathe Rosenberg, and Shana Hollingshead. Absent was Barb Bencoter.

Approval of agenda---Cathe moved that the agenda be approved. Rosemary seconded motion passed.

Approval of Meeting Minutes October 27, 2015----Cathe moved that the meeting minutes of October 27,2015 be approved as with the correction under grants report should read Barbi had closed the Priest Community Cares grant along with the Libri. Additionally Barbi set off the alarm once not twice. Rosemary seconded. Motion passed.

Treasurer's Report:--Barbi reported that the library had received a credit for previous bank fees and that the Adopt-A-Bear fundraiser continues to receive money.

1. Monthly reports--**October 2015**

Checking: \$ 2,885.23  
Carr: \$ 2,567.89  
Market Plus: \$18,170.51  
Petty Cash: \$ 232.95

2. Approval of bills--Lori moved that the October 2015 expenditures be approved. Rosemary seconded. Motion passed.

Library Director's report--Beverly reported that the library use continues to remain steady. Patrons are using both of our on-line resources(Overdrive and Freegal). The library is launching two new programs at the library targeting adults. They are coloring and adult coloring on Friday's at 2:00pm and Adult Murder Mystery themed events that will happen sporadically throughout the winter.

Correspondence—Thank you note from Klamath County Library Board

A worksheet from the Bonner County Election Office

**OLD BUSINESS**

CIN update---Beverly reported that the meeting was cancelled for November.

Grants report---Barbi reported on the grant for speakers, we have funds for one more speaker. Barbi is hoping to arrange a tech day at the library for Jan/Feb 2016.

Policy Review—Courier policy--The courier policy was handed out to all the board members with the new table of contents.

Evacuation policy--Barbi obtained Priest River's evacuation policy that was distributed to the board members to review. Beverly and Shana will be working on evacuation timelines and other details for the next meeting. Beverly will determine how Bates is doing back-ups on the computers and where the external back-ups are kept for the next meeting.

## **NEW BUSINESS**

Security cameras update--Beverly reported that Newport alarm had installed a better alarm system to let us know if the system is tripped.

Office re-vamp---Beverly reported that the office re-vamp is continuing.

There was discussion about the yearend newsletter. It was decided that the library would do a thank you note to patrons announcing our expanded summer hours in the spring instead.

Rosemary moved that the Board enter executive session for the Library Director's Annual Review per Idaho Code 67-2345-1B, Lori seconded. Deb took roll so that the board could go into executive session. Executive session per Idaho Code 67-2345-1A began at 4:20 pm and ended at 4:30 pm.

Rosemary moved that the Library Director receive 3% raise effective December 1<sup>st</sup>, Cathe seconded, motion passed.

Staff Christmas Bonuses--There was discussion about staff Christmas bonuses of \$75. Deb moved that the staff receive a Christmas bonuses. Cathe seconded. Motion passed. Deb asked Beverly to bring a pay-scale for the employees to the next meeting.

## **OTHER**

Concerns/comments/Kudos---None

**Adjournment**--Rosemary moved that the meeting be adjourned at 4:50 pm. Deb seconded. Motion passed.

**Next meeting:** January 26, 2016 @ 3:00 pm