

Priest Lake Public Library
Board of Trustees Special Meeting

****MINUTES****

Priest Lake Public Library Meeting Room
September 28, 2011

Present: Rosemary Yocum, Chair; Arley Sue Hagman; Michelle Barnes; Tracy Olmo, Vice Chair; Jody Pettit, secretary.

The meeting was called to order by Rosemary at 4:00 p.m.

Agenda review: The agenda was reviewed. Rosemary requested to add “Random Bookkeeping Audit,” as this must be performed quarterly and needs to be scheduled before the next meeting. Tracy asked to add “Compensation of Tom Holman” as this came up after the agenda was prepared and needs a decision before the next meeting. Tracy made a motion to approve the agenda with the above additions. Arley Sue seconded, motion passed.

Executive Session: Rosemary made a motion to go into executive session pursuant to Idaho statute 67-2345(1)(b), to discuss personnel issues. Arley Sue seconded. Michelle voted yes, Tracy yes, Arley Sue yes, Rosemary yes. Motion passed and the Board went into executive session at 4:10 p.m. The board came out of executive session at 5:30 p.m.

Rosemary moved to remove the present Library Director from her appointment as Director and discharge her employment from the Priest Lake Public Library District pursuant to Idaho Code Section 33-2721 for cause. Arley Sue seconded. Rosemary, Arley Sue, and Michelle voted yes, and Tracy voted no. The motion passed.

The present Library Director was thereby removed from her appointment as Director and discharged from her employment with the Priest Lake Public Library District effective immediately.

Job description: The board discussed the job description for the Library Director position, and suggested several changes. Minimum qualifications for the position were amended, to include requiring a degree and managerial and supervisory experience.

Random Internal Bookkeeping Audit: This new quarterly internal bookkeeping control that the board decided to put into place at the September meeting will begin in October. The board decided to have the board chair assign a board member to perform the audit and coordinate with the Treasurer to do so.

Tom Holman Compensation: Tracy presented the photograph of the library mounted beautifully in a frame that the board commissioned Tom to make as a thank-you to Marcella from the board for all her years’ of service to the library. Arley Sue moved to pay Tom \$75 for the photo. Tracy seconded. Motion passed.

Comments/concerns/kudos: The board mentioned that we should discuss having a work session to update the Trustee Manuals at the October meeting.

Adjournment: Rosemary made a motion to adjourn the meeting. Tracy seconded. Motion passed and meeting adjourned at 6:07 p.m.