

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
October 20, 2011, at 4:00 PM**

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Michelle Barnes; Barb Stutz; Barbi Johnson, Treasurer; Sharon Miller Acting Library Director; Anne Weitz, Assistant Librarian; Vince Aguirre; Cheryl Ekler; Kathryn Pratt; Bruce Yocum. The meeting was called to order by Rosemary at 4 PM.

Approval of Agenda: Tracy **moved** to approve agenda but move a portion of the executive session to the first part of the meeting for a conference call, Barb **seconded. Motion passed.**

Concerns from public: Rosemary explained to those members of the public present that the board would go into executive session for a few minutes now to seek legal counsel and would address the public's concerns after that. None of the public wanted to wait. Mr. Aguirre handed the board a written request for public records, which Rosemary said she would send to him. Cheryl Ekler handed the board a petition with signatures asking the board to consider rehiring the former library director, along with email comments from members of the public regarding the same. Kathryn Pratt said she would like some answers regarding the former library director. Rosemary explained that the board could not discuss personnel issues. The public all left at this point, even after being invited to stay.

Executive session- Rosemary **moved** to go into executive session per Idaho statute 67-2345(1)(b), to discuss personnel issues. Michelle seconded. Roll call vote to go into executive session: Michelle-yes, Tracy-yes, Barb-yes, Rosemary-yes. The board went into executive session at 4:10 p.m. and came out of executive session at 4:20pm.

Approval of Minutes: Michelle **moved** to approve the minutes of the Sept. 20, 2011 regular meeting with corrections. Tracy **seconded. Motion passed.** Rosemary **moved** to approve the minutes of Sept. 28, 2011 special meeting with one correction and Michelle **seconded. Motion passed.**

Treasurer's Report:

Barbi highlighted the abnormal (over or under-budget items) from the year-end budget. The year-end budget was \$1,124 over budget.

October 2011:

Panhandle Bank CD; \$18,000 Opened 2011

Checking: \$ 1,456.61

CARR: \$ 6,409.67

Market plus: \$31,628.92

Petty Cash: \$869.64

Approval of Bills- Rosemary **moved** that all the September presented bills be approved as written. Tracy **seconded. Motion Passed**

Library Director's Report: See attached for report. Sharon reported that finding the numbers used to prepare the director's report was somewhat confusing and some of the numbers didn't add up, as she and other staff members had not been trained to prepare this report. September usage numbers were up, however computer usage was down. Chuck Willits was hired as the library courier.

Friends of the Library: The Friends did not meet this month. Everyone was encouraged to ask for volunteers to form a new FOL board, as the present board members have all given up. It was hoped that Ellie Ellison will write a letter to the new board to turn over the control of the FOL. The new board members should be able to step in without rewriting the by-laws.

Correspondence: Seth Carlos of Edward Jones investment firm offered to give a talk to the community about investing. Sharon will call and set something up.

The Library received a \$500 donation from the Gallup family. Barb will write a thank you letter and Michelle will look into getting their name engraved to add to the Pioneers Club plaque.

Old Business

BTOP/E-RATE: Anne and Sharon are trying to keep up-to-date on this. There have been a lot of e-mails from Gens Johnson on the BTOP survey. Sharon will call her and find out what needs to be done.

CIN Update: Sharon went to the October CIN meeting. The process of transitioning to the new system is continuing. They requested that libraries start phasing out the use of the WIN-Borrow and start finding books through the inter-library loan system. We are already doing this. They have started the Overdrive e-book download program as of October 3. The report on how this is going will be available next month. Our library is not offering the Overdrive service yet.

Policy Updates

Bookkeeping Internal Controls: Rosemary wrote a final version of the new bookkeeping internal control policy discussed at last month's meeting. (See attached copy). In the draft the following changes were made: Where "Bookkeeper" was used, "Treasurer" will replace it. Under item 2, part c. a \$400 cap was set. Under item 2 part d. All CARR expenditures must be pre-approved by the board. Under item 5, verbiage was struck and just the Idaho code was cited. Rosemary **moved** that the board adopt the bookkeeping internal control policy as amended. Michelle **seconded**. **Motion passed.**

Rules of Patron Conduct- Rosemary presented a draft of a Patron Code of Conduct policy, which our library has not had to date. A few changes were made. Tracy **moved** to approve the Code of Conduct rules with the discussed changes. Rosemary **seconded**. **Motion passed.**

Board Attorney- Rosemary reported that she spoke with Peter Jones of Slate and Jones Rural Law Center in Priest River about whether or not a retainer was needed if we choose him as our

attorney of record. Mr. Jones said a retainer would not be needed until there was work the board wants them to do. The board decided to use Mr. Jones as their attorney of record.

Courier Update- Chuck Willits was hired as the courier and has begun the job.

New Business

Financial/Bookkeeping issues:

PERSI update- Rosemary and Barbi have worked on entering the PERSI credit and repaying Anne her PERSI contributions, after it was found that Anne did not qualify for PERSI even though she and the library were paying into it for her for 3 years. Rosemary suggested having a CPA tell Barbi how to enter the corrections, as back payroll taxes will apply. Rosemary will contact Robbi Berg, CPA about this.

It was also found that Sharon may qualify for PERSI benefits, as she has been working 20 plus hours per week for 5 months now. Barbi is working with PERSI on this.

Board Member Quarterly Financial Random Audit- Barb completed last quarter's audit by pulling several files from last quarter and comparing invoices against checks written. She initialed each one she checked and reported that all looked good.

Visa credit card- Panhandle Bank was contacted and Sharon will be a signer on the Visa card. Rosemary **moved** that Sharon be placed on the card. Michelle **seconded. Motion passed.**

CARR transfer- Barbi reported that \$7,039 is available to be transferred to the CARR account, but suggested that the board keep these funds in the general checking account until May 2012 when the CD matures, and readdress this issue then.

Trustee manual work session- Rosemary recommended scheduling a work session to update all Trustee manuals in January 2012. The board agreed.

Executive session- Rosemary **moved** to go into executive session as per Idaho statute 67-2345(1)(b) to discuss personnel issues, and 67-2345(1)(a) to discuss director applications. Barb **seconded.** Roll call vote to go into executive session: Michelle-yes, Tracy-yes, Barb-yes Rosemary-yes. **Motion passed** and board went into executive session at 5:55 p.m. The board came out of executive session at 6:35pm.

Board will have a special meeting on November 3, 2011 at 4:00 pm.

Concerns/Comments/Kudos: None

Adjournment: Rosemary made a **motion** to adjourn the meeting, Barb **seconded, motion passed.** Meeting was adjourned at 6:36 p.m.

Next meeting: Thursday, November 17, 2011 at 4:00 p.m.