

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
November 17, 2011, at 4:00 PM
Pending Board Approval**

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Michelle Barnes; Arley Sue Hagman, by phone; Barbi Johnson, Treasurer; Sharon Miller Acting Library Director; Anne Weitz, Assistant Librarian. Absent: Barb Stutz. The meeting was called to order by Rosemary at 4:05 PM.

Approval of Agenda: Arley Sue **moved** to approve agenda with addition of “Replacement of phones” as this issue came up after the agenda was posted and must be dealt with before the next meeting. Tracy **seconded. Motion passed.**

Approval of Minutes:

-Oct. 20, 2011 regular meeting-Tracy **moved** to approve with changes. Arley Sue **seconded. Motion passed.**

-Nov. 3, 2011 special meeting-Rosemary **moved** to approve. Tracy **seconded. Motion passed.**

-Nov. 5, 2011 special meeting-Arley Sue **moved** to approve. Rosemary **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: \$ -2,025.70

CARR: \$ 6,252.98

Market plus: \$27,691.42

Petty Cash: \$345.89

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

Library Director’s Report: See attached for report. Sharon reported that the number of visitors to the library last month has increased. However, there has been a decrease in computer usage from last year same month.

Friends of the Library: The Friends board has all left the area for the winter. The library board had been asked by the FOL board to ask for volunteers to form a new FOL board, as the present board members stated at their last meeting that they all wanted to quit. It was hoped that Ellie Ellison (FOL president) would write a letter to the new board to turn over the control of the FOL. Michelle said that a new FOL board should be able to step in without rewriting the by-laws. Rosemary reported that she e-mailed Ellie as to whether those people the library board found

who were interested in becoming FOL board members could go ahead and take over the FOL board. Ellie replied that she had forgotten to let the library board know that the FOL board decided they will stay on in their current positions until Spring and then decide if they want to continue or not. Rosemary suggested that we add this topic to our January agenda for ideas on what we can do to facilitate getting an active FOL board.

Correspondence: None

Old Business

BTOP/E-RATE: Sharon talked with Gens from B-TOP and everything on our end is up to date.

CIN Update: The staff was unable to attend the November CIN meeting. Bette Ammon emailed us the meeting minutes, which contained updates on the ongoing migration and budget discussions. Our CIN expenditures will possibly increase by no more than \$75.00 next year. Sharon will let Kari know that CIN can add our DVDs and audiobooks into general circulation for hold able status. The board agreed we should keep NEWBOOK in our cataloging options.

New Business

Staff hours and PERSI: Barbi made corrections in QuickBooks for our PERSI credit and repayment of Anne's contributions with the help of Robbi Berg, CPA. Barbi learned that Sharon did qualify for PERSI this year due to her increased hours from summer and Substitute Library Director position. Robbi spent approximately four days helping us get this straightened out in QuickBooks and donated her time. The board is very grateful to Robbi for her donation and Rosemary sent her a Thank You note.

The new Library Director will qualify for PERSI @ 10.93%.

Michelle suggested that the new director should schedule the staff to meet the needs of the library. Rosemary pointed out that none of the current assistants want PERSI and if the new director provides a schedule that gives assistants less than 20 hours/week, the library will save money by not being required to provide PERSI for the assistants.

Christmas gifts or dinner: see **Open house**

Open house-for computers, new director: Saturday, December 10th, from 10-2 there will be a Christmas potluck-open house to welcome Beverly as the new director. Michelle will put an order in with Safeway for provisions. Rosemary will advertise in the local newspapers. All staff and board members will attend.

Replacement of phones: The second set of phones was donated and are not working properly. Replacement funds can come from CARR account. Rosemary **moved** to replace phones as needed and to authorize using CARR funds for that. Arley Sue **seconded**. **Motion passed**. Sharon will take care of purchasing new phones that meet the library's needs.

Health insurance: Rosemary researched health insurance options, should the library ever decide to offer it for staff. There are no group plans offered by Bonner County for small taxing districts, so we would have to offer our own plan.

Per Idaho law, if a group plan is offered, it must include all staff working 30 hours/week or more. If no group plan is offered, the library district can offer an individual plan, which has no set restrictions and would be purchased through an insurance agent or directly with a health insurance provider. The library could pay for all or part of the health insurance cost per employee. No action was taken at this time.

Concerns/Comments/Kudos: Kudos to Sharon, Lisa, and Anne for all their hard work.

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. Tracy **seconded**. Roll call vote to go into executive session: Michelle-yes, Tracy-yes, Arley Sue-yes, Rosemary-yes. **Motion passed** and board went into executive session at 5:27 p.m., and came out of executive session at 5:45 p.m.

Director appointment: Rosemary moved to appoint Beverly Richmond as the Library Director for the Priest Lake Public Library District pursuant to Idaho Code Section 33-2721. Arley Sue seconded that motion. All were in favor. Motion passed. Beverly Richmond was appointed as Library Director for the Priest Lake Public Library District. She will start on December 6, 2011, and her appointment will take effect that day.

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

Next meeting: Thursday, January 19, 2012 @4:00p.m.