

Priest Lake Public Library  
**Board of Trustees Meeting**  
**\*\*MINUTES\*\***

Priest Lake Public Library Meeting Room  
February 15, 2011 at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Lana Feldman; Arley Sue Hagman, by phone; Marcella Cooper; Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Sharon Miller, Assistant Librarian; Absent: Eleanor Ellison, President of Friends.  
The meeting was called to order by Rosemary at 3:05PM.

**Approval of Agenda:** Arley Sue **moved** to approve agenda as written. Marcella **Seconded**. **Motion passed.**

**Approval of Minutes:** Tracy **moved** to approve minutes from the January 18, 2011 meeting with no corrections. Marcella **Seconded**. **Motion passed.**

**Treasurer's Report:**

Barbi reported the monthly numbers:

**January 2011:**

Panhandle Bank CD: \$ 21,390.00 Barbi will transfer \$18,000 to a new CD at STCU for 1 yr at 1.21%

Checking: \$ 2,656.00

CARR: \$ 5,651.00

Market plus: \$12,750.00

Petty Cash: \$125.00

Barbi confirmed that the CD does mature on the March 6, 2011. With such few statements it is hard to keep track of what the CD is doing. According to the bank each time the CD renews it is assigned a new account number. The CD stands at \$21,000 plus accrued interest. Barbi checked with the local banks to see who can give us a better interest rate:

Panhandle: %.55

SCTU: %.1.21

Wells Fargo: % .25

Tracy **moved** to have \$18,000.00 of the \$21,000.00 CD transferred to STCU for 1 year CD at % 1.21. Lana **Seconded** Approved

**Library Director's Report:** See attached for reports. January computer usage was up. In 2010 for January was 75 hrs total. This year was 110 hours more. There was request to add the CIN hold back to the report to the Board. One person only showed for movie night! Jody thinks we need to advertise big like we did the first month! A library staff meeting is now taking place once a month.

**Friends of the Library:** Moved to the Book Barn Project under New Business.

**Correspondence:** None

**Old Business**

**BTOP/E-RATE:** Tracy and Jody went to Priest River for Jan Wall's workshop to file 471 form for the telephone. We are still waiting from Steve Maloney with the contract. At this point he is still having contract issues with AIR-Pipe. Tracy added that we were able to request funding for two phone lines for the Library. Tracy and Jody took a guess at 100.00 a month for both lines. E-Rate will pay 80% of the

phone bill. Tracy said we need to really start thinking of what we want as far as laptops vs. desktops. Tracy wants Jody to go to the CIN meeting and ask for opinions on what they would recommend on this issue. The board would like to have a committee form to research what will work best for computers. Committee will be Tracy, Jody, Bates and/or Bill. They will meet before next meeting. Rosemary said she thinks it is important that we have some desktop computers, as some people don't like laptops. When the BTOP contract is ready, there will be a special board meeting to approve the contract before signing it. Jody will be calling to set up that meeting.

**CIN update:** There will be a Patch upgrade with Voyager during the 1<sup>st</sup> week of March. SEE minutes from CIN meeting!

**Manuals updates: Copies of revised policies for board to place in their manuals:**

1. **Operations and Policy manuals**
  - a. **Fines and fees policy**-Jody will print off copies and have ready for the next meeting.
  - b. **Fundraising for other**-Jody handed out copies of this policy.
2. **Personnel policy manual**
  - a. **Assistant librarians I, II, III**- The job descriptions were handed out with the high school diploma requirements added. Jody will make copies of the Treasurer' description with the high school diploma requirements added.

Rosemary stated that at a later meeting this spring, all board members will bring their policy manuals and we will check to make sure all updated policies are in each manual.

## **New Business**

### **County Election Consolidation workshop March 16:**

Barbi called the Clerk's office and she said they say it's absolutely important to send a library representative to the Bonner County meeting regarding elections. This meeting will be in Sandpoint at 10Am on March 16. Jody will send a staff member.

**Book Barn Project:** Ellie has presented to Rosemary that the Friends are of the opinion that because the Library district owns the Book Barn, the district should be responsible for replacing it, including financially, seeking public bids, and coordinating the work. Lana said regardless of who owns the building, it was the Friends who wanted a new Book Barn and presented this construction project, and therefore the Friends should be responsible for the project. The board said that the CARR account does not have enough funds to address the book barn issue and that there are other priorities that need funding at the present time. Arley Sue stated that we do appreciate all the help that the Friends have done for us in the past, but at the same time the library is facing some big bills and a very tight budget, which has been slashed in many areas this year. Lana **moved** that the Library not take on the Book Barn Replacement project, due to inadequate funds in our account. Marcella **seconded**. **Motion** approved.

### **Other-NONE**

**Concerns/Comments/Kudos:** Kudos to Tracy for the yummy treats!

**Adjournment:** Tracy made a **motion** to adjourn the meeting, Marcella **seconded**, **motion passed**. Meeting was adjourned at 4:08p.m.

**Next Board of Trustees meeting is March 15, 2011, at 3:00 p.m.**