

Priest Lake Public Library
Board of Trustees Special Meeting
Priest Lake Public Library Meeting Room
Saturday, May 12, @1:00 PM

Attendees: Rosemary Yocum, Barb Stutz, Michelle Barnes, Arley Sue Hagman and Beverly Richmond, Library Director.

Rosemary **moved** to go into Executive session pursuant to Idaho code 67-2345 (1) (b) for the director's evaluation. Arley Sue **Seconded it**. Roll call vote: Michelle yes, Barb yes, Arley Sue yes, Rosemary yes. **Motion Passed**. Executive session started at 1:10 pm.

The Board came out of Executive Session at 1:50pm.

The Board then went into a work session for review of the Bylaws, Policy, Personnel and Operations Manuals.

BYLAWS:

No changes were made.

POLICY MANUAL:

The following policies were revised or adopted:

Policy No. 5 – Library Organization & Responsibilities.

Rosemary **moved**, Barb **seconded**, and **motion passed** to change “Five-year term” to “Six-year term” in order to reflect current state law.

Policy No. 10 – Gifts.

Arley Sue **moved** to strike the paragraph requiring donors needing tax deductible receipts to give their donations to the Friends of Library, and replace it with “Priest Lake Library will provide a tax-deductible receipt to all donors.” The board recently learned that donations to government entities are tax-deductible, and Barbi has obtained a letter from the IRS stating such. Barb **seconded**. **Motion passed**.

Policy No. 19 – Investment Policy

Rosemary **moved** to adopt the draft Investment Policy. Barb **seconded**. **Motion passed**.

PERSONNEL MANUAL:

The following personnel policy was adopted:

Treasurer evaluation form

Barb **moved** to adopt the Treasurer Evaluation form. Rosemary **seconded**. **Motion passed**.

OPERATIONS MANUAL:

The board asked Beverly to begin reviewing and consolidating the Operations Manual, as much of it is a duplicate of the Policy Manual. The board will review her suggested changes at a later date.

All Trustees manuals and the Library copy of manual were up-to-date at the end of the work session.

Adjournment: Barb **moved** that the meeting be adjourned. Arley Sue **seconded**. **Motion passed**. Meeting adjourned at 3:35 PM.

Next meeting: Thursday, May 17th @ 4:00 PM.

Respectfully submitted by

Beverly Richmond, Library Director