

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
May 17, 2012 @ 4:00 PM**

Present: Rosemary Yocum, Chair; Arley Sue Hagman, Barb Stutz, Barbi Johnson, Treasurer; Beverly Richmond, Library Director and Raed Yousef as a visitor. Absent: Michelle Barnes. The meeting was called to order by Rosemary at 4:00 PM.

Approval of Agenda: Rosemary **moved** to approve agenda as written. It was **seconded** by Barb. **Motion passed.**

Approval of April 19, 2012 minutes: Barb **moved** that the minutes be approved with the following corrections: On page 3 it should state that Barbi has not had an evaluation in seven years. Arley Sue **seconded. Motion passed.**

TREASURER'S REPORT:

March 2012

Panhandle bank CD; \$18,099.85

Checking: \$ -737.52

CARR: \$5,624.84

Market Plus: \$46,258.54

Petty Cash: \$166.00

Approval of Bills—Rosemary **moved** to approve all March 2012 presented bills. Barb **seconded. Motion Passed.**

April 2012

Panhandle bank CD—Matures 4/10/13----\$13,000.00

Matures 2/4/13---- \$5,021.88

Checking account- \$575.22

CARR--- \$4,558.53

Market Plus--- \$40,553.83

Petty Cash-- \$336.85

Approval of Bills---Barb **moved** that all April 2012 presented bills be approved. Arley Sue **seconded. Motion passed.**

Random internal audit: Barbi stated that Barb Stutz just completed the quarterly financial internal audit.

CARR transfer—6 month revisit. Barbi presented the numbers as to how much is available for transfer to the CARR account at this time. Barb **motioned** that \$3,000.00 be transferred to the CARR fund now. Arley Sue **seconded. Motion passed.**

Library Director's Report: See attached report. Beverly reported that most statistics had an increase in the past month. The only decrease was the total circulation for the month and Beverly stated that that was because the library was closed for a few days for KOHA conversion.

Legislative report—PERSI rule. Rosemary reported that a new PERSI rule delays the increase in employer PERSI rates from July 2012 to July 2013. These changes will delay the increase for the amount the library is paying out for benefits.

Friends of the Library: Arley Sue reported that she had spoken with Ellie and that no official first meeting has been set yet because they are still waiting for members to return to the area. They are hoping to have a meeting in June and we will be notified of the day and time.

Correspondence:

Request for Public Records: Jody Pettit requested a copy of the current Trustees Terms and the 2008 Election results. Beverly reported that this request has been received and completed.

Other—a Thank you note was signed by everyone in attendance to be mailed to Tracy Olmo for her support and work as a board member.

OLD BUSINESS

Board member to replace Tracy: A letter of interest from Raed Yousef was distributed. He was then asked questions from the board about why he was interested in the position. Rosemary **moved** that he be appointed to the board of trustees and Arley Sue **seconded**. Rosemary then gave Raed the Oath of Office, and Beverly witnessed and will notarize it.

CIN and KOHA migration update: Beverly reported that the migration to KOHA is complete but that there have been some issues with speed and that the holds requests have more than doubled since going live. This is adding some additional staff time but that should even out as time goes by.

Training:

1. **Overdrive Digital Bookmobile in Spokane—**Beverly reported that Sharon, Lisa, Rosemary and herself attended this training and that it was very educational and informative. Also that the library is hoping to have the bookmobile come to Priest Lake next year to assist the community with learning E-Reader devices.
2. **Digital Literacy Training for Trustees & Directors program status—**Beverly reported that the time has been extended until June 10, 2012 to apply. The Idaho Commission for Libraries (ICfL) has opened it up to include all Idaho libraries, so the chances of us receiving the training have increased. Beverly has already applied on behalf of our library.
3. **Jim McNall –ICRMP training -** Beverly reported that Jim had called today and said that there will be training on Tuesday, May 22nd for supervisors and he wanted to let the board know. It is at Priest River at City Hall. Raed will attend with Beverly.

Policy Review

- a. **Assistant librarian job description**—Rosemary **moved** and Barb **seconded** that the new job description as presented by Beverly be adopted. **Motion passed.** This will replace the 3 separate job descriptions for that position.
- b. **Procedures & Explanation of Benefits.** Arley Sue **moved** that the draft revisions to this policy be adopted. Raed **seconded.** **Motion passed.**
- c. **Trustee manuals**—policies revised on 5/12/12 were handed out by Rosemary and put into everyone's manuals.

Grants

1. **Status of grants applied for (Lions, PHP, SAR)**—Beverly stated that the Lions had received our grant proposal as well as People Helping People (PHP) and that the Selkirk Association of Realtors (SAR) had sent a letter saying that they were not giving us the grant we applied for this year. Barbi stated that she had been receiving calls concerning the Petting Zoo grant request and that the Lions and PHP were concerned that by requesting these funds the library was opening a door to the continual request for funds each year. Rosemary explained that there are ways of keeping the Petting Zoo updated without continually asking for community grants.
2. **Barbi Grant Writer proposal** --Barbi submitted a proposal that stated her terms. Rosemary **moved** and Barb **seconded** to accept Barbi's proposal and make her the official grant writer for the district. **Motion passed.**

Staff evaluations

1. Barbi evaluation date - June 21, 2012 at 4:00 PM (during the next regular meeting).
2. **Other staff** – Following their annual evaluations, Beverly is requesting raises for Lisa and Sharon to \$10/hour. Beverly stated that neither Lisa nor Sharon had received a raise in the last year and that by giving them this raise now, they would not need a raise until 2013 cost of living raise. Rosemary **moved** that the raises be effective immediately and Raed **seconded.** **Motion passed.**

NEW BUSINESS

Youth Digital Literacy Coach— This is a summer position sponsored by the ICfL and funded by the Idaho Department of Labor, for low income, college-bound youth ages 17-21. Beverly discussed the challenges of finding someone that meets the stringent criteria set by the Department of Labor. Although there have been calls, none of the interested candidates are eligible. Rosemary has placed classified ads in the Priest River Times and Gem State Miner. She will post listings on Craig's list and Pecky's website. Beverly spoke with the Dept. of Labor about relaxing the requirements so we could fill the position, but they are not able to at this time, they told her.

Budget meeting workshop—is set for Monday June 11, 2012 @ 10:00 AM at the library.

Biannual Financial Review—Barbi stated that it's time to decide if we want a biannual financial review for next fiscal year with a CPA auditing firm as we have in the past. She has contacted Brad Williams at the Sandpoint firm of Williams, Parsons and Schiller, Inc., who could do a review a couple of different ways. One would be a "Compilation Review" that would be \$140/ hour and could cost anywhere from \$300 - \$450, plus up to \$150 for figuring depreciation for us. The second was a more involved "Agreed Upon Procedures" review and would vary depending on the type and number of transactions reviewed. The cost for that would be about \$800. A combination of the above would cost about \$1500 - \$2000. Brad said they could do this in December 2012 when they audit several other taxing districts at Priest Lake.

In keeping with the district's Bookkeeping Internal Controls policy, the board decided to have Barbi schedule a review with Brad for next fiscal year. Due to the tight budget, it was decided to do the least expensive, a Compilation Review.

Equipment and Furnishings

Lawn mower and Weed Eater—CARR funds approval: Beverly reported that the library is in need of a lawn mower and weed-eater and a place to store this equipment. Beverly has priced the equipment at various local businesses and the least expensive was Ace Hardware in Priest River. The price would be \$199 for a lawn mower and \$99 for a weed eater. Barb stated that Bob Stutz had talked with Gary Nelson, who has small engine repair business, and he could provide the library with a refurbished lawn mower for only \$55. Bob will follow-up and check into weed eater costs as well. Raed **moved** to approve a CARR expenditure of up to \$600 for a lawn mower, weed eater and materials for building a small storage shed to house them. Raed volunteered to help build the shed. Rosemary **seconded. Motion passed.**

OTHER

Concerns/comments/Kudos— Kudos to Bob Stutz and Wes Yasny for their hard work on landscaping and clean-up of the library grounds.

Housekeeping—Barbi stated that our Bookkeeping Internal Controls policy states that two board members will be signers on all bank accounts, not just the checking. Arley Sue **moved** that Barb Stutz be added as an additional signer to all Panhandle State Bank accounts, in addition to the checking account. Rosemary **seconded. Motion passed.**

Adjournment – Barb made a **motion to adjourn**, Rosemary **seconded, and Motion passed.** The meeting adjourned at 6:35 PM.

Next Meeting: Thursday, June 21, 2012 at 4:00 PM in the library meeting room.

Respectfully submitted,

Beverly Richmond, Library Director