

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
June 21, 2012 at 4:00 pm**

Call to Order: Rosemary called the meeting to order at 4:25 pm.

Present: Rosemary Yocum, chairperson; Raed Yousef, vice-chairperson; Michelle Barnes; Barbi Johnson, treasurer; Beverly Richmond, Library Director; Lori McReynolds, guest. Absent: Barb Stutz.

Approval of Agenda: Michelle **moved that the agenda be approved.** Raed **seconded.** **Motion passed.**

Approval of Minutes:

May 12, 2012—special meeting—Rosemary **moved** that the special meeting minutes be approved as written. Raed **seconded.** **Motion passed.**

May 17, 2012—Barbi made the correction of her annual review date that was listed in the minutes incorrectly. It is to be done on June 21, 2012. Rosemary **moved** to approve the regular meeting minutes with this correction. Raed **seconded.** **Motion passed.**

Treasurer's Report

Panhandle bank CD: \$18,022.00

Checking: -2,028.67

CARR: \$7,060.09

Market Plus: 33,585.32

Petty Cash: 216.05

Approval of monthly bills---Rosemary **moved** that the monthly bills for May be approved. Raed **seconded.** **Motion passed.**

Library Director's report—Beverly stated that things were continuing to improve with the KOHA conversion. Also, the monthly statistics numbers were continuing to increase. There were more internet users in the library this month and overall things are going well.

Friends of Library Report – No FOL board members attended the meeting. Beverly, Rosemary, Raed, and Barbi reported on the FOL meeting they attended on June 17. Rosemary presented the FOL with a written list of concerns, all of which our board has discussed previously. She also included a list of items we are requesting funding for, all of which Beverly and/or the board has presented to the FOL in the past. The FOL agreed to pay \$350 for our portion of the LIBRI children's book grant. They did not commit to any other funding requests at this time. They stated they had no ideas for fundraisers, and do not want to do any fundraisers. The only members they currently have are the 7 board members. They said they will let us know when their next meeting will take place, which has not yet been scheduled.

Correspondence:

1. Rosemary presented Arley Sue's letter of resignation from her board position. Beverly will get a thank-you card for her.
2. Lori gave her letter of interest for the open board position. There was discussion with Lori about her interest in the board position.

OLD BUSINESS

CIN and KOHA Update—Beverly reported that the last CIN meeting was well-attended. There was discussion about limited budgets and an overwhelming response to the new book “Fifty Shades of Grey” and the large number of holds placed on it. It was understood that not all libraries have the budgets to purchase multiple copies of this book. KOHA is upgrading to the latest software version at the end of the month. Beverly has told the staff to do the appropriate training.

Youth Digital Literacy Coach - Beverly stated that Brandi Malpica has started and is working 4 days a week at the library. She is helping patrons with a variety of computer issues. She is a great asset.

Equipment and Furnishings:

1. **Back Bathroom flooring replacement (safety issue):** Rosemary **moved** that CARR funds not to exceed \$350 be used to replace the back bathroom old vinyl flooring, which has come unglued and presents a tripping hazard. Michelle **seconded. Motion passed.** Beverly will arrange with Sheri's Home Interiors to complete the work.
2. **Petting Zoo---** Rosemary **moved** to approve a \$600 expenditure from the CARR account to purchase a Kindle Fire and a Nook Color to assist the digital literacy coach and staff with training on these items. Raed **seconded. Motion passed.** Rosemary noted that if grants we are applying for same come through, the CARR account will be reimbursed.
3. **Shelving –ETA---**Michelle stated that she hoped to have the new shelving completed by mid-August. If this is not possible, other options will be reviewed at the August meeting.

Training:

1. **Digital Literacy Training for Trustees & Directors program status**—Beverly stated that our Library has been accepted for this program being funded by Idaho Commissions for Libraries (ICfL) and the training will be in the fall. The choice was made to attend one 2 hour and one 4 hour session if the details could be worked out with the Sandpoint Library, who we are partnering with for the training.
2. **ICRMP training (5/22/12) in Priest River with Jim McNall**—Beverly reported that this was a well turned out seminar. There was lots of employee relation information and other facts. Beverly will check with Jim McNall to see if we can get him to present another training seminar at Priest Lake.

Policy Review:

1. **Trustee's manuals**—Rosemary gave copies of policies revised on 5/12/12 to those board members needing them to place in their manuals. All board members' manuals and the library copy are now up-to-date.
2. **Patron Code of Conduct**—Beverly stated that there have been a few incidents of unruly children in the library, mainly young children left unattended and Beverly wanted to make sure that there was something in the policy manual in case it was needed. There is a clause in the Patron Code of Conduct policy addressing this.
3. **CIPA compliance**---In order to get e-rate funding for internet starting July 1, 2012, we need to comply with the Children's Internet Protection Act (CIPA). Beverly stated that the library computers are currently CIPA compliant, but that we need to adopt an Internet Safety Policy that addresses basic compliance requirements of Idaho code 33--2741 and CIPA for e-rate. Beverly presented a sample policy from the ICfL website that meets these requirements. Rosemary **moved** that we adopt this policy, amended to make it specific to our library. Michelle **seconded**. **Motion passed**. Beverly will adapt the sample policy to include our library specifics.

Grants:

1. **Report from Barbi**--- Barbi presented the board with a spreadsheet of all the research and grants that she is currently pursuing. The board stated that she is doing a great job and that the spreadsheet looked great.
2. **Status of previous grants** - Beverly stated that the PL Chamber People Helping People silent auction went well. The library received a check for the proceeds from the 3 donated auction items. The Lions will meet in September to discuss our grant proposal.

NEW BUSINESS

Board open position—Lori McReynolds had some questions about the board position. Rosemary **moved** and Raed **seconded** that Lori be appointed to the vacant position. She accepted and was then sworn into office by Rosemary.

E-rate internet upgrade/additional BTOP computers available---Beverly reported that Steve Maloney, consultant to ICfL, called and discussed a possible BTOP/E-rate upgrade. The upgrade would increase our broadband speed by 50% and make us eligible for 3 additional public access computers from the BTOP grant. The additional annual cost to the library would be \$2532 until July 2013 at which time the upgrade could then roll into the E-rate. The board is reviewing the budget to see if we can manage the added expense.

2012-13 Budget

1. Review of the budget committee's first draft—Barbi and the budget committee pointed out the major changes to the proposed budget and asked for board input.
2. Set a date for the next budget committee meeting--- The budget committee will meet again on July 17th @ 10:00 at the library to do additional budget work.

Library land—options for income

1. **Selective logging**—Rosemary stated she talked with Jim McNall and he confirmed that the board has the authority per Idaho Statute to sell assets, including land or timber. Discussion of selective logging has come up in the past. She spoke with a couple of loggers who said the amount of timber involved might be too small to bother with. She will speak with Bob Stutz when he returns for more information.

2. **Sale or adjustment acreage on west side of Hwy 57** – Rosemary reported that she spoke with Glahe and Associates, professional surveyors who surveyed the district’s land in 2008, regarding the portion of the district’s land west of Highway 57. This is approximately 2 acres of the total 5.1 acres the library district owns. As this portion is unusable as is by the district, the idea of selling it to produce income has arisen. Glahe’s office said we could subdivide and try to sell it, which would cost about \$5000 in survey costs. Another option is to approach adjacent property owners about purchasing it, in which case only a boundary line adjustment would be required, at a cost of about half the price. Rosemary said she will do more research.

Fundraising---Rosemary said with our tight budget, the board needs to start thinking outside the box, and suggested we start doing some fundraising of our own. She volunteered a location on Hwy 57 as a possible car-wash and bake sale site. Barbi suggested that a Kindle Fire raffle could be done as a fundraiser.

Long Range Plan—Rosemary asked all board members to review our current 5 year plan, which expires this year, before the next board meeting, when we will begin formulating our new 5 year plan (10/1/12 to 9/30/17).

OTHER

Executive Session—67-2345(1)(b)—Treasurer evaluation—Rosemary moved that the board go into executive session pursuant to the above code for the purpose of doing the Treasurer’s evaluation. Michelle **seconded**. A roll call vote was done: Rosemary yes, Raed yes, Michelle yes, Lori yes. **Motion passed**. The board went into executive session at 6:45 PM and came out at 7:00 PM.

Kudos - to everyone for sticking with such a long meeting. Kudos to Barbi for her great organization as grant writer and treasurer.

Adjournment: Michelle moved and Rosemary seconded to adjourn the meeting. Motion passed and meeting adjourned at 7:05 PM.

Next Meeting: Thursday, July 19, 2012 @ 4:00pm.