

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
August 2, 2012 at 4:00 pm**

(Note: This meeting replaces the July 19, 2012 meeting, which was cancelled due to lack of a quorum, as Rosemary and Lori were the only board members present).

Present: Rosemary Yocum, Chair; Raed Yousef, Vice Chair; Barb Stutz; Lori McReynolds; Barbi Johnson, Treasurer; Beverly Richmond, Library Director; Cathe Rosenberg, Friends of Library representative; and Wes Yasny guest.

Call to order: Rosemary called the meeting to order at 4:00 pm.

Approval of agenda: Rosemary **moved**, Barb **seconded** and the motion to accept the agenda as written passed.

Approval of minutes: June 21, 2012 annual meeting—Barb **moved that the annual meeting be accepted as written**. Rosemary **seconded and the motion passed**.

June 21, 2012 regular meeting--- Rosemary **moved that the June meeting minutes be accepted as written**. Barb **seconded and the motion passed**.

Treasurer's Report:

On July 19, 2012, Lori McReynolds performed the random quarterly of the expenditures and Lori stated that everything looked great.

1. Monthly reports—Barbi gave an overview of the monthly expenditures.
2. Approval of bills---Barb **moved that the June expenditures be approved**. Rosemary **seconded the motion and the motion passed**.

Library Director's report--- Beverly reported that the overall numbers for June were more than double this time last year as far as circulation goes. The number of requests and holds were also higher than last year.

Legislative report---Raed stated that he had nothing to report.

Friends of the Library report---Cathe and Beverly reported about the Friends of the Library meeting held on July 25, 2012.

OLD BUSINESS

CIN & KOHA update---Beverly reported that everything was working well in KOHA and that the new upgrades were helpful. Beverly reported that the CIN meetings were going to start rotating where they are being held each month so that more drive and travel could be needed. Beverly is suggesting using SKYPE to attend the ones that are just too far to travel.

E-Rate/BTOP update---Beverly reported that the E-Rate upgrade that was discussed last month had to be approved by July 1st, so as a result we will have to wait until July of next year for any additional changes.

Training:

1. **Digital Literacy Training for Trustees & Directors** - Beverly stated that the dates had not been decided as yet, she is still working with Idaho Commissions for Libraries to get that arranged. Rosemary and Barb stated that they would be available to attend when needed.
2. **Director, Board, Staff training on policies and operations recommended by RY**---Rosemary will work with Beverly and the staff to set up a day and time for this.

Policy review:

1. Internet Safety Policy

- a. **Revoke or revise Policy #7** ---Public Access to Computer---The new policy which was instated on June 21, 2012 was distributed to all board members to go into their binders. Rosemary moved to revoke the old Policy #7, which the new one replaces. Raed seconded. Motion passed.

2. Donation/Gift policy—revise Policy #10 Gifts

- a. Address book barn sales proceeds--- The board decided that this topic should be addressed in our donation policy. Beverly stated that the Friends were recommending a 50/50 split of the net proceeds from book barn book sales, with a restriction by the Friends as to what the Library could spend the money on.

Discussion followed about how book barn sales are currently handled, and how much time is spent administering media donations and sales by library staff. Beverly estimated that staff spends at least 10 hours per week on book barn affairs in summer, and slightly less in winter. Rosemary estimated the cost to the library of having the book barn, including staff wages and utilities, runs about \$450 plus per month in summer, and slightly less in winter.

Rosemary **moved to amend the donation policy, to include that the library keep 80% of book barn sales funds, with 20% going to the Friends.** Raed seconded and the motion passed unanimously.

3. Patron Code of Conduct Policy

- a. Children's behavior in library
- b. Acceptable dress for patrons

Rosemary **moved that language be added to each of these policies to address unattended children and acceptable dress for patrons.** Raed seconded and the motion passed. Rosemary will draft new policies to be distributed at the next meeting for board members.

4. Grant policy

- a. Grants requiring non-profit status-partner with Priest Lake Community Education Foundation (PLCEF), or Priest Lake Friends of the Library.

The board decided to table this until the next meeting.

b. General expectations and provisions

The board asked Barbi to write a draft grant policy addressing these.

Grants:

Barbi gave a report that detailed all the work that has been and the ongoing work that is in process in regards to Grants. GREAT JOB Barbi.

Budget FY 2012-13:

The preliminary budget was discussed and some revisions and clarifications were made. Rosemary **moved that the drafted preliminary budget be accepted with the discussed changes.** Lori **seconded and the motion passed.** Barbi will make sure that it gets to the newspaper for publication.

Library land:

1. Selective logging—Rosemary reported that after talking with Bob Stutz and a rep from Riley Creek Lumber, it was decided that there is not enough harvestable timber on library property to make logging profitable. Wes commented that selective thinning could be done by allowing harvest of some trees for firewood. The board will discuss this more at a later date.
2. Sale or adjustment of acreage on west side of Hwy 57—report from Glahe and Associates Surveyors---Rosemary stated that a survey to subdivide would be approximately \$6,000 vs. a boundary line adjustment which would cost around \$6000. We could approach the Idaho Department of Transportation (IDOT) about purchasing the west side of Hwy 57 acreage, or the adjacent landowner. Raed will speak with the adjacent land owner, and Rosemary will follow up with IDOT.

Long Range Plan—Discuss new 5 year plan (10/1/12 to 9/30/17) This will be discussed In the September meeting so everyone should be reviewing the old one in order to make recommendations for the next five years.

Furniture and Equipment:

Shelving—Michelle Barnes is building the new shelving and hopes to have it completed by next month.

NEW BUSINESS

Lawnmower storage shed:

Rosemary explained that she and Raed researched options for the storage shed. The best deal would be to have Mike Smith of Priest River build a 4 x 6 shed on-site, for a price of \$700 for materials and labor. This would require a CARR fund approval of an addition \$260 beyond the \$600 that was approved for lawnmower, weed eater, and shed previously. Barb **moved to approve the additional expense and Lori seconded the motion and the motion passed.** Rosemary will contact Mike Smith to get started soon.

Book Barn Issues:

- a. **Electrical issues---** Beverly stated the electrical issues with the book barn. To date we have not received a bill from Action Electric for the work that has been done. Beverly will follow up with Action Electric.
- b. Cost to district of running book barn (utility cost, wages to sort donated books, administer book sales, open/close/monitor book barn during open hours, etc). Beverly stated that approximately 10-15 hours of library staff time a week is currently being used to run the book barn. In winter hours that number is lower however staff time is still being used to run the book barn in the winter.

Fundraising events:

1. **Car wash/Bake Sale**—at KIVA Therapeutics parking lot on Hwy 57, August 11, 2012 from 10:00-2:00. We need volunteers to wash cars and provide baked goods. Beverly stated that she has posted it on the web page and made flyers. She has been letting patrons know to come out and support the library.
2. **Kindle Fire Raffle**---Beverly reported that the raffle is doing very well so far and that we might consider doing another raffle in the next few months because of the huge success.

Rosemary reported that she contacted the Idaho Lottery Commission after learning that a raffle might require a license. She learned that we don't need to be licensed to conduct a raffle if the total value of prizes raffled off during a year amounts to less than \$1000.

Property Insurance:

Review ICRMP schedule of coverage and change as needed. Beverly and Barbi will work on this to make sure everything is covered on insurance.

Board position:

Michelle resigned as of 7/20/12. A replacement is needed so if anyone is interested please contact the library. Rosemary will put an article in each of the local newspapers seeking interested candidates.

Meeting times:

The board decided to leave the monthly meetings on the third Thursday of each month, but change the time to 3:00 PM.

Other

Concerns/comments/Kudos---Thank you to everyone who has worked on the preliminary budget.

Adjournment: Rosemary moved that the meeting adjourn at 6:30 pm Raed seconded and the motion passed.

Next meeting is scheduled for Thursday August 16, 2012 @3:00 pm.