

**Priest Lake Public Library  
Board of Trustees Regular Meeting  
\*\*\*MINUTES\*\*\*  
Priest Lake Public Library Meeting Room  
August 16, 2012**

Present: Rosemary Yocum, Chair; Barb Stutz, Lori McReynolds, Barbi Johnson, Treasurer, Beverly Richmond, Library Director.

Call to Order: Rosemary called the meeting to order at 3:55pm.

**Approval of Agenda:** Rosemary **moved** that the August 2, 2012 regular meeting minutes be approved with a few minor corrections. Barb **seconded**. **Motion passed.**

**Treasurer's Report:**

**July 2012**

Panhandle bank CD mat---4/10/13---13,000.00

Panhandle bank CD mat -2/4/13-- 5,021.88

Checking: \$ 2,785.61

CARR: \$4,876.83

Market Plus: \$19,652.24

Petty Cash: \$236.30

Approval of Bills—Barb **moved** that all the July presented bills be approved as written. Lori **seconded**.

**Motion Passed.**

**Library Director's Report:** Beverly reported that most everything had an increase this month, especially transits, holds and requests on media through the CIN network. The number of books coming and going from the library via CIN courier is continuing to increase.

**Legislative Report---** Rod was absent from the meeting so there was no report on this item.

**Friends of the Library:** The Friends of the Library cancelled their annual meeting for next week and have not set a date for their next meeting as yet.

**OLD BUSINESS**

**CIN & KOHA update---** Beverly reported that CIN is going well. The holds, transits, requests and use of the library system is working well and the patrons seem to like it.

**Training:**

1. **Digital Literacy Training for Trustees & Directors** – Beverly reported that no date has been set for the ICfL training as yet, but that we are looking at sometime in September as a possibility.
2. **Staff and director policy training** – Rosemary stated that a date in the fall would be decided on at a later time.

**Policy review:**

1. **Donation policy –**
  - a. Further changes to policy—Rosemary added additional clarification to the revised donation policy.
  - b. Book Barn—Discussion followed about the book barn costing the library approximately \$300 a month in staff time and utilities to operate.
  - c. Discussion followed about making the revised policy retroactive to July 1, 2012. Rosemary **moved** that the donation policy be retroactive with the additional clarifications. **Lori seconded. Motion passed.**
  - d. The board will revisit next month about how much staff time should be spent on Book Barn activities.
  
2. **Patron Code of Conduct policy**
  - a. Rosemary stated that the new patron code of conduct Policy No. 17 needed to be handed out to all the board members for their policy manuals.
  
3. **Grant policy**
  - a. The board was given the grant policy draft written by Barbi and discussion followed. Rosemary **moved** that this policy be accepted as written and labeled Policy No. 20 page 25 in the policy manual. **Barb seconded. Motion passed.**
  
4. **Personnel Policy, section V. Benefits**
  - a. **Health insurance for director**—The board discussed adding a health insurance for director section to the Benefits manual, which will become effective in October. The library district will pay a for health insurance premiums for the director. The company contributions portion, along with an employee deduction for the balance of the premium, will be paid directly to the health insurance provider. The director shall be allowed to choose her own health insurance. Barb seconded. Motion passed.
  - b. **Holiday pay**—The Holiday section of the benefits was updated to include 7 holidays that are observed by the library. Should these holidays fall on a day the library would normally be open, employees who normally work that day will be paid their regular wages for the holiday. Rosemary **moved that both of these policies be accepted as written. Barb seconded. Motion passed.**
  - c. **Vacation** – The board decided to leave the vacation policy as is for now.

**Grants** - Barbi stated that she is continuing to search for grants and that she recently submitted a new grant to People Helping People for the school busing of the elementary school children to the library for the school year for storytime. She passed out her monthly updated Grant report.

**Budget FY 2012-13**

- a. Change income category to eliminate reference to FOL—Lori **moved** that the category name be changed to “Recycled Donated Media Sales”. **Barb seconded. Motion passed.**
- b. Final vote on budget—Lori **moved** that the proposed budget be accepted as the next fiscal year’s final budget. **Barb seconded. Motion passed.**

### **Furniture & Equipment:**

1. Shelving – Michelle is currently working on completing the new shelving.
2. Lawnmower storage shed completed—The storage shed was completed by Mike Smith over the weekend. Barbi will be paying the invoice as soon as it is received.

### **Fundraising events:**

1. Car wash/Bake Sale Aug 11 report– \$300 raised.
2. Kindle Fire Raffle – there has been over \$400 raised to date.

**Insurance Inventory:** Barbi handed out a report listing the library's assets. The board decided on amounts for property coverage for each listing. Barbi will make the balance sheet match.

### **NEW BUSINESS**

**Open Board position**—Rosemary reminded everyone to be searching for a new board member and she is also going to run an ad in the local papers. The board discussed the current library policy regarding how many meetings a board member can miss without losing their position.

**Volunteer luncheon** –Beverly will check with Cavanaugh's to see if September 9, 2012 is available. Beverly will notify the board when she has some available dates and times.

**Vacation hours for Anne** - Beverly stated that Anne had used all of her vacation so that no assistants should be receiving vacation hours now, in keeping with our current policy.

**Laptop for public use**—One laptop purchased in 2007 was surplus. The 2009 laptop will become a patron laptop as soon as it is cleaned of information.

**Bob Stutz Thank You**—A gift certificate will be given to Bob Stutz for his hard work on landscaping this year.

**Wes Yasny**—A gift certificate will be given to Wes Yasny for his hard work on tree maintenance this year.

### **OTHER**

**Concerns/comments/Kudos**—Thank you to everyone for a job well done at the bake sale/car wash.

**Adjournment** -- Rosemary moved that the meeting adjourn at 6:00 pm. Barb seconded. Motion passed.

Next meeting: Thursday, September 20, 2012 @

**3:00 PM**