

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday, Oct 18, 2012 at 11:00 AM
Pending Approval

Call to order: Rosemary called the meeting to order at 11:00 am. Those present were Rosemary Yocum, President; Barb Stutz; Barbi Johnson, Treasurer; Beverly Richmond, Director; Lori McReynolds, via phone; and Nancy Bushman, guest.

Approval of agenda: Barb **moved** and Lori **seconded** that the agenda be approved as written. **Motion passed.**

Approval of minutes: Rosemary **moved** that the minutes of Sept 20, 2012 meeting be approved. Barb **seconded. Motion passed.**

Treasurer's Report:

1. Monthly reports---Barbi reported for the fiscal yearend report the library was in receipt of more tax dollars than originally budgeted, and expenditures were less than budgeted. Therefore the library was well within their yearly budget by \$8974.

September 2012

2. Panhandle bank CD; \$13,000 maturity date 4/10/2013
3. Panhandle bank CD; 5,021.88 maturity date 2/14/2013
4. Checking: \$ 2,205.36
5. CARR: \$3,098.63
6. Market Plus: \$35,137.38
7. Petty Cash: \$920.29
8. Approval of Bills—Barb **moved** that the bill payments for September be accepted. Lori **seconded. Motion passed**

Library Director's report: Beverly reported that the holds of books continue to increase; the monthly numbers continue to increase as well. Beverly also reported that there has been an issue with Liberty Lake Library signing a reciprocity agreement with Spokane Public Library District, without prior approval of CIN. CIN directors have been made aware and are working on the problem.

Correspondence: Nancy Bushman gave a letter of interest to the board regarding the open board position. See "Open board position" under old business.

OLD BUSINESS

CIN update: See above under Library Director's report. Rosemary moved and Barb seconded to direct our staff to suspend holds requests from Liberty Lake Library until the CIN issues with the Spokane County Library District-Liberty Lake Library are cleared up. Motion passed.

Training:

1. **ICRMP training by Jim McNall** - Staff preparedness---Rosemary will follow-up with Jim McNall for a training date in the new year.
2. **ICfL Digital literacy training** – Part 2 is set for Oct 27 at the Sandpoint Library. Beverly, Barb, Sharon, and Lisa will attend. The E-Reader devices from ICfL will be obtained at the training.

Insurance updates: Barbi reported that all of the items on the property schedule list were updated and values were increased.

Policy review:

1. **Personnel Policy** – Staff is still working on corrections to the policy.
2. **Weapons policy** – Rosemary **moved that the weapons policy adopted at the Sept meeting be accepted as written.** Barb **seconded. Motion passed.** Beverly distributed copies of the policy for everyone’s manual
3. **Record keeping policy** – Beverly provided a list of documents as well as binders of forms that were piling up, the list was discussed. The board decided how long to keep each item on the list. Beverly will schedule a community “Shred your paper day” to alleviate some of the duplicates and older records.

Grants report: Barbi reported that she had been researching a number of new grants but that most of them would not work well here. Barbi and Beverly reported that the Lions had agreed to our Petting Zoo grant, we are just waiting to get final notification.

Open board position: Rosemary moved and Barb seconded to appoint Nancy Bushman to open board position # 1. Motion passed. Nancy was sworn in. Nancy will follow-up with Cass Stejer who has shown interest for the other open board position.

West side Hwy 57 library property: Rosemary reported that Austin Raines was not interested in purchasing 2 acres on the west side of highway 57. The Idaho Department of Transportation is interested, but does not have the funding at this time. Rosemary asked them to keep us in mind should they ever have additional funds available to do so.

NEW BUSINESS

Lamb Creek Pioneers Plaque: Barbi reported that the Lamb Creek Pioneers plaque for donors donating over \$500 is in Sandpoint getting the name of the recent donation added to it. Barbi also reported that the library was having additional signs made to neaten-up the library.

Board meeting attendance by staff: There was discussion of having the library staff attend all board meetings, however it was decided that they could read all the minutes and sign off on them to ensure that they were up to date with the happenings of the library.

Library use during closed hours: The board discussed setting a policy about staff using the library during closed hours. Rosemary and Beverly will draft a policy based on the discussion that states staff shall be allowed to use the library during closed hours for two additional hours before or after their scheduled work shift. However use by staff during closed hours on non-scheduled work days is

prohibited. The board recognizes that the staff can use the library on non-work days for training or library sponsored events and that the director may also be at the library during closed hours. This policy will be effective 10/18/2012.

Five-year plan: The board went through the long range plan that expires this year and discussed those items that have been completed and those that have not. Based on the discussion, Rosemary and Beverly will draft a new five-year plan to include digitizing the policy manual, continued policy development and the petting zoo. Beverly will forward to all board members for their review prior to the next meeting. The new long range plan will be effective 10/01/2012 to 9/30/2017.

OTHER

Board Meeting Time: The board decided to move the board meetings to 4:15pm on the third Thursday of the month, to make it easier for everyone to attend.

Beverly's one year evaluation: Beverly's one year evaluation will be held at the next meeting because the board will not meet in December. All board members should fill out the Director Evaluation form prior to the meeting.

Concerns/comments/Kudo: Thank you to everyone to agreeing to change the meeting time on such short notice and to Lori for staying on the phone for so long, after just getting out of the hospital. Kudos to Barb for hosting the Breast Cancer Awareness run in Priest River this month. The library will receive Breast Cancer reference books for our collection as a result.

Adjournment: Rosemary moved that the meeting be adjourned @ 1:05 pm. Lori **second. Motion passed.**

Next meeting: **Thursday, Nov 15, 2012 @ 4:15 PM**