

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday, Nov 15, 2012 at 4:15 PM
Pending Board approval

Call to Order: Rosemary called the meeting to order at 4:15 pm. Those present were: Rosemary Yocum, board chair; Cass Stejer; Nancy Bushman; Lori McReynolds; Beverly Richmond, Library Director; Barbi Johnson, treasurer; and Sue Peckham, guest. Absent: Barb Stutz.

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

Approval of minutes: Oct 18, 2012 regular meeting –Lori **moved** that the minutes be approved as written. Nancy **seconded. Motion passed.**

Oct 30, 2012 special meeting-- Lori **moved** that the minutes be approved as written. Nancy **seconded. Motion passed.**

Treasurer's Report:

1. Monthly reports –Barbi reported on the bills from last month.

Treasurer's Report:

October 2012

Edward Jones CD; \$13,000.00 matures 4/10/13

Edward Jones CD--\$5,021.88 matures 2/14/13

Checking: \$ 4,045.71

CARR: \$2,201.68

Market Plus: \$26,127.25

Petty Cash: \$775.00

2. Approval of bills—Cass **moved** that October monthly bills be approved. Nancy **seconded. Motion passed.**
3. Set time for new board member's training with Barbi —Barbi did this prior to the beginning of the meeting.

Library Director's report: Beverly reported that circulation and statistics of people using the library continue to increase.

Friends of Library: Sue Peckham reported that she is interested in starting a Friends of the Library group.

Correspondence: Beverly reported that we had a letter from Bette Ammon, who is the Coeur d'Alene Library director, regarding the next CIN meeting in which they would like to have some board members attend to discuss the Liberty Lake reciprocal agreement with Spokane County Library District. Beverly also reported that the library had received a thank you card from Lori McReynolds.

OLD BUSINESS

CIN update: Beverly reported that the CIN meeting that was held on November 7th regarding Liberty Lake's reciprocal agreement was attended by only a few members. Rosemary **moved** that the library continue to send items on hold by Liberty Lake patrons to Liberty Lake. Lori **seconded** and **motion passed.**

Training:

1. **Staff policy training with Beverly and Rosemary** – This is set for November 19th at noon.
2. **Digital Literacy Training at Sandpoint** – Beverly reported that the training went well. Beverly, Sharon, Lisa and Barb attended and received hands-on training on the new E-reader devices

given to our library by ICfL as part of the training. We will also be receiving additional technology devices from the Idaho Commission for Libraries in conjunction with a BTOP grant.

Policy review:

1. **Personnel Policy** – Beverly distributed updated copies for trustee manuals to all board members.
2. **Use of library during closed hours policy** – --Cass **moved** and Nancy **seconded** to amend this policy to reflect that the library not be used for personal use by anyone during closed hours. **Motion passed.**
3. **E-Reader Petting Zoo policy** - Nancy moved and Cass seconded that we add wording to the existing patron computer use policy regarding E-Reader devices to reflect that the devices will not be available for check out. All E-Reader devices will stay at the library. Motion passed.
4. **Technology Policy** – revise to include E-Reader Petting Zoo items will be done by Rosemary and forwarded to all board members.

Grants report: Barbi reported that she is continuing to work on grants and that recently we had received denial letters from both the Lions and People Helping People (for school children visiting library bussing costs). Beverly will be going to the Lions meeting on November 20, 2012 to receive the \$500 that the Lions are providing for technology use.

Long Range Plan: Wording was finalized on the new long range plan discussed at the October meeting. Cass **moved** and Nancy **seconded** that the new five year plan be accepted as written. **Motion passed.**

NEW BUSINESS

Board procedures: Rosemary gave a brief introduction of the following for the new board members.

1. CARR account – Idaho statute 33-2724(4) governs
2. Director and Treasurer appointed by board, library assistants hired by Director
3. Executive Session rules (Statute 67-2345), Open meeting law
4. Library Bylaws, policy manual, minutes – lots of info here, please review
5. Library website – www.priestlake.lili.org
6. Idaho law booklet 2012 – great reference

Idaho Library Law booklets 2012: Beverly passed out new ones received from ICfL to the board.

Christmas Open House and Bazaar: On Saturday, Dec 15 from 10 am – 2 pm, the library will host a Christmas Open House and Bazaar. Books, t-shirts, food and beverages will be available for patrons to enjoy.

Executive Session per Idaho Code 67-2345(1)(b) – Rosemary moved and Lori seconded to go into executive session as per the above code to perform the Director one-year evaluation. Roll call vote: Cass- yes, Lori-yes, Nancy–yes, Rosemary–yes. The board went into Executive session at 6:10 PM and came out at 6:30 PM.

OTHER

Nancy **moved** and Lori **seconded** to give Beverly a \$3/hour raise effective next paycheck. **Motion passed.**

Adjournment –Motion to adjourn was made by Rosemary at 6:45 PM, Lori **seconded**. **Motion** passed and meeting was adjourned.

Next meeting: Thursday January 17, 2013 @ 4:15 PM