

**plplibrary@hotmail.com Priest Lake Public Library**  
**Board of Trustees Regular Meeting**  
**\*\*\*MINUTES\*\*\***  
**Priest Lake Public Library Meeting Room**  
**February 16, 2012 at 4:00 PM**

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Michelle Barnes; Barb Stutz; Arley Sue Hagman, by phone; Barbi Johnson, Treasurer; Sharon Miller filling in for library director, Beverly Richmond who was absent. The meeting was called to order by Rosemary at 4:05 PM.

**Approval of Agenda:** Arley Sue **moved** to approve agenda for today's board meeting with additions of "IT Director clarification" under Old Business, "Costco Membership" and "Payroll budget" under New Business. These items were on the agenda, but inadvertently left off the printed agendas given to the board. It was **seconded** by Tracy. **Motion passed.**

**Treasurer's Report:**

Barbi stated that there was the additional expense of the locksmith last month for the re-keying of the locks. Additionally there were two fills to the propane tank. Barb conducted the random quarterly in-house audit of paid bills in January.

**January 2012**

Panhandle bank CD: \$18,000. Opened 3/30/2011  
Checking: -212.69  
CARR: \$5,715.00  
Market Plus: 56,729.20  
Petty Cash: 107.95

**Approval of bills:** Tracy **moved** that all January bills be approved as written. Michelle **seconded.** **Motion passed.**

**Library Director's Report:** See attached report. It was reported that last month was a little slower than this time last year. Beverly will adjust the typo's that were noted.

The new programs at the library this month include the knitting club which is meeting every Wednesday at 4:00 pm in the library. It has been a huge success thus far. We had a huge turn-out for the AARP tax day and we have had no turn out for the Bounce N Books (which started Feb. 2) on Thursday thus far. The next upcoming event is on February 22<sup>nd</sup> at 3:00 pm and it is the Priest River Ministries –Advocates for Women presentation.

The library has had multiple articles in the Priest River Times and the Gem State Miner in the past few weeks. There has been positive feedback from all of the advertising and public relations work that has been done.

**Friends of the Library:** Rosemary had contacted Mary Hungate about possible funding by the FOL for Beverly to attend the PLA conference. Ellie passed the information to all FOL board members, however the Friends were non-supportive with assisting the library with this request. Beverly had decided not to attend because of

needing to be at the library during the conference time, and because time had run short on making the arrangements. Rosemary told the FOL that she hoped they could help with this expense next year.

## **Old Business:**

**CIN update**—KOHA migration and training is set for the first part of April. There is a (3) day training scheduled with a possible fourth day of training and Beverly has requested that Anne attend on the fourth day and that has been approved by CIN. Anne will need to travel and stay with Beverly in the hotel.

### **Staff Training update:**

1. **ICfL –Read to Me conference plans**—Beverly and Lisa have signed up and made arrangements to attend the conference in Boise in March. The ICfL is paying for lodging, meals and mileage for two days. Staff will need one additional night of lodging and Beverly requested that the library pay for that. Michelle **motioned** and Barb **seconded** that the library approve up to **\$150** for the additional night's stay in the hotel. **Motion passed.**
2. **Webinars, online classes update** - Beverly has handed out lists of upcoming webinars to the staff and is encouraging them to participate in them more frequently.

### **Bank Accounts:**

1. **Checking account signer status:** Beverly has signed at Panhandle bank and is now a signer on the checking account, along with Rosemary, Barbi, and Tracy.
2. **Visa status:** Barbi stated that she contacted the person regarding the Visa Credit Card and the new card will be mailed to the library within the next couple of weeks.
3. **Paycheck signers:** Tracy will continue to sign the paychecks, which will be ready on the Tuesday following the pay period ending on Saturday. Employees can pick up their paycheck on Tuesday morning.

**Notary Update:** Beverly will become a notary, and she is working on the paper work.

**IT/Director clarification** – The board clarified that Beverly will be the IT Director, as she has much experience and knowledge of computers and technology devices. She will be in charge of troubleshooting, purchasing and installing new technology devices.

As Bates has installed all of our current computers and software, Beverly will consult Bates as needed for troubleshooting and for his input when new purchases are made as to what will work with the technology devices we currently have, etc. Barbi pointed out that Bates has donated much of his time for consulting in the past and only charges for his time when he comes to the library to work on the various machines. Most of the board was not aware of that, and asked Barbi to thank Bates for them.

### **Furniture and equipment:**

1. **Front Desk Computers** - Bates sent an email with price and specification comparisons and a list of possible computers to retire and surplus out for Beverly's review. Tracy **motioned** and Arley Sue **seconded** that the board approve the expenditure of up to \$1,000 from CARR funds for a new desktop check-in/out computer. **Motion passed.**

The board asked that Beverly present a report at the March board meeting of why the 2<sup>nd</sup> front-desk computer is not adequate, what she recommends for a replacement, how much it will cost, and

her plans for the retired computer. Also to please let the board know what plans are for the front desk laptop that will be replaced.

2. **Petting Zoo—Kindle, MP3, Nook, IPAD** - there was discussion about possible grants to be used for purchasing these items. The board would like Beverly/staff to submit the People Helping People grant discussed last month, a request to Priest Lake Lions Club for a grant, and a request to Friends of the Library for funds so that we can purchase the petting zoo items, and possibly to cover some costs of the two front desk computers being replaced.

Tracy expressed concern that we have not replenished our CARR funds in the past few years, and that because we use CARR funds for new equipment purchases, the balance is diminishing. Rosemary explained that since we joined CIN, our budget has tightened to the point that we have not been able to put funds into the CARR account at the end of each fiscal year as we used to do. One way to build up these funds for future purchases is to seek grant monies. Rosemary asked Tracy to be in charge of seeking out and pursuing grant funding in order to accomplish this, and that Barb assist her.

3. **Shelving** – Beverly would like more shelving purchased in order to make the bookshelf space flow more easily for patrons (i.e. no books on bottom shelves, no books on high shelves for ease of reach, etc.) Michelle noted that we should maximize our existing shelf space to eliminate the need for purchasing more. Since Beverly was not present, and as there was some confusion as to where she would like the new shelving, the discussion will be followed up on at the March meeting.

**Deadbolts for the back door** – Arley Sue pointed out that the back office should have a deadbolt on the door (which has a window on top half) for security reasons. Rosemary noted that per Idaho code, only a deadbolt with a thumb turn can be used, and this would not improve security. It was decided that Beverly will purchase a shade or contact paper for the back office door window, so that inside contents cannot be viewed from outside.

#### **Policy review:**

- A. **Vacation policy**—Rosemary **motioned** and Barb **seconded** to change the Vacation Leave in personnel policy on page 7 to be Library Director only is entitled to one week of leave with pay based on previous year's weekly average, preferably taken during the months of Sept – May. If vacation hours are not used during the current year, they will be paid on the final paycheck of the fiscal year. Vacation pay will begin one year from date of hire. **Motion passed.**
- B. **PERSI** - Rosemary **motioned** and Michelle **seconded** to change wording to “Employees who works 20 hours per week or more for 5 months of the year” will receive PERSI. **Motion passed.** There is a house bill in the Senate now that is addressing PERSI benefits. More discussion will follow depending on what happens in the Senate.
- C. **Director appointment and discharge** - Tracy **motioned** and Arley Sue **seconded** to add verbiage to the personnel policy under “Selection” and “Layoffs and Termination” regarding appointment and discharge of Library Director, pursuant to code 33-2721. **Motion passed.**
- D. **Assistant Librarian job description to be combined to one description**—Beverly is working on updating this.
- E. **Director Evaluation form** – Rosemary asked all board members to review the sample “Evaluating the Director” form that she acquired online so that it can be discussed at the next meeting.
- F. **Definition of resident**—Rosemary found that this was already defined in the Library policy manual under “Policy No. 2 - Library Usage Policy” as persons residing inside the district, or persons residing outside the district who own property in the district. Michelle **motioned** and Tracy **seconded** to add to the resident definition “someone who has resided in the district for at least 6 months.” **Motion passed.**

G. **Technology plan**—Tracy **motioned** and Michelle **seconded** to add the definition of IT/director to technology plan, as well as clarifying the role of consultants, as discussed earlier. **Motion passed.**

Rosemary will make appropriate changes to the policies and email the changes to Beverly to pass onto the board, as she has them in e-format.

## **New Business**

**Costco membership/American Express:** It was discussed that the library get a Costco Business membership and Costco American Express Card for purchases such as the computer, office supplies, library supplies, etc. Barb **motioned** and Tracy **seconded** to have Beverly take care of this. **Motion passed.** Rosemary said it can all be done online she thinks.

**Regional and rare books:** Beverly and staff are compiling a list of regional and rare books in our collection. This will be reported on in the March meeting.

**Payroll budget:** Barbi handed out the payroll budget report that Beverly compiled, with the number of hours for each staff member and PERSI only on the director. Beverly said this is the minimum number of hours for each staff member that she feels the library needs, but it is still around \$500 over what we had budgeted for this fiscal year. Barbi will get an average of January and February hours of each staff and this will be discussed again at the March meeting.

**March meeting date** – Rosemary asked if the board would mind changing the date of the March meeting, as she will be gone the week it is regularly scheduled. Michelle pointed out that she will be gone the following week. It was decided to hold the March meeting at the regular time (March 15), and Tracy will run the meeting and prepare the agenda in Rosemary’s absence.

**Board elections** –Michelle wondered if an election is required this year for the position that was filled when the board appointed Barb after Marcella resigned. Rosemary said that elections are held every other year now since the county took over elections, during odd numbered years, and this position will be up for election in 2013.

## **Other**

**Concerns/Comments/Kudos**---Kudos to the library staff for doing an excellent job in spite of all the recent events which include computer issues with Voyager being down for two weeks straight. Also to Sharon for showing up at today’s meeting on short notice and taking minutes.

**Adjournment**—Michelle **motioned** and Arley Sue **seconded** to adjourn the meeting. **Motion passed.** The meeting adjourned at 6:54 pm.

**Next Meeting: Thursday, March 15, 2012 at 4:00 pm in the library meeting room.**