

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday, Jan 17, 2013 at 4:15 PM

Call to order: Rosemary called the meeting to order at 4:20 PM. Those present were: Rosemary Yocum, board chair; Cass Stejer; Nancy Bushman; Lori McReynolds via phone; Beverly Richmond, Library Director; Barbi Johnson, treasurer; and Sue Peckham, new employee and guest. Absent: Barb Stutz.

Approval of agenda: Cass **moved** and Nancy **seconded** that the agenda be approved with the addition of "Seminar" under New Business, and "Bookkeeping Policy" under Policy Review in Old Business. These items were inadvertently left off the agenda. **Motion passed.**

Approval of minutes: Nov 15, 2012 regular meeting—Rosemary **moved** that the minutes be approved as written. Cass **seconded and motion passed**

Nov 28, 2012 special meeting—Nancy **moved** that the minutes be approved as written. Cass **seconded. Motion passed.**

Change minutes April to Oct 2012 - It is noted that in the meeting minutes from April to October 2012, the Treasurer's report needs to read "Edward Jones CD," not "Panhandle CD." All board members were asked to change their copy of the minutes accordingly.

Treasurer's Report:

Barbi reported that Cass had performed a random quarterly review of invoices and checks, and that everything looked good. She also reported that she went through the financial records and discarded those older than 7 years, as per the new policy. Plus, she said we received a grant from the Priest Community Cares group for the purchase of Women's Health and breast cancer awareness books. Beverly will write a press release for the newspapers on this. Also, one of our CDs will mature before the next meeting. The board decided to discuss this under New Business.

1. Monthly reports--- Barbi reported that the bills report includes two months because of no meeting in December.

November 2012

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

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

Checking: \$2,506.73

CARR: \$2,201.77

Market Plus: \$22,195.65

Petty Cash: 601.70

December 2012

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

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

Checking: \$4,114.44

CARR: \$2,201.87

Market Plus: \$26,383.70

Petty Cash: \$90.60

2. **Approval of bills**—Cass **moved that the November and December monthly bills be approved. Nancy seconded. Motion passed.**
3. **Brief report on CPA's review**—Barbi stated overall the financial review performed by Brad Williams, CPA went well. However there are some items that need to be addressed he felt. One being that capitol assets be defined by a dollar amount and life span set by the board. Another, he felt, is that Barbi should not be signing any checks. The board decided to address these items either today or after his report is received.

Library Director's report —Beverly reported that the numbers of holds and people using the library continue to increase. There are more and more people using the Wi-Fi, and also using some of the new handheld devices that we received from the Idaho Commission for Libraries.

Correspondence – Rosemary reported that we received thank you cards from Larry Ayers and Barbi Johnson for the December Christmas bonuses. Rosemary also reported that Sharon Miller sent another letter to the board.

OLD BUSINESS

CIN update—Beverly stated that Rosemary, Barbi and she went to the last CIN meeting in November. CIN continues to have issues with holds and fines. Beverly stated she did not attend the January meeting because of computer issues at the library.

BTOP devices update—Beverly reported that the new devices from the Idaho Commissions for Libraries have arrived and that Brandi got them up and running. The new devices are two new laptops and two new iPad's. The devices have been added to inventory.

Insurance claim for large sign—Barbi reported that the insurance claim was inadvertently closed before all the final bills were submitted. She contacted ICRMP and they will pay the final bills. Barbi is submitting them.

Grants report—Barbi reported that she had been working on submitting a few different grants, one for the parking lot lighting project and that there was no change in status of the Home Depot grant previously applied for. Barbi also stated that the grant for rare books that Beverly was interested in, the library did not qualify for. Barbi said she will write a press release for the Priest Lake Community Education Foundation grant received in the amount of \$3,990 for youth and media programs here at the library.

Policy review:

1. **Vacation policy** – (p. 13 Personnel Policy - Leave with Pay)—The board discussed changing vacation pay from one week total per year for the library director to one week for the first and second year of service, then two weeks for the third, fourth and fifth year of service and three weeks thereafter. Cass **moved**, Nancy **seconded**, and **motion passed**.
2. **Sick Time** –The board members will investigate the idea of offering sick leave and discuss this possibility next month.
3. **Personnel policy** – revise p. 9 of personnel policy regarding oral warnings, written reprimand--Cass **moved** that page 9 of the personnel policy regarding oral and written warnings be changed to state that they be placed in the employee's personnel file and remain there permanently. Nancy **seconded** and **motion passed**.

4. **Computer Use Policy** –Rosemary **moved** that the Computer Use policy which is given to patrons to read and sign before using library computers for the first time become policy number 23 in the Policy manual. The policy exists, but is not currently part of the manual. Nancy **seconded**, and **motion passed**.
5. **Bookkeeping policy** – The board discussed this policy in light of the recent CPA financial review. Rosemary **moved**, Nancy **seconded**, and **motion passed** that all regular O&M checks will be signed by a board member in future, and the Treasurer/bookkeeper not sign checks. In regards to capitalizing vs. expensing major assets, Cass **moved**, Nancy **seconded**, and **motion passed** that items costing \$400 or more with a lifespan of 3 years or longer be capitalized.

NEW BUSINESS

Appoint vice chair, historian, and legislative person---Since these positions were assigned to board members who have since resigned, the positions need to be filled again. Vice chair—Nancy Bushman, Historian—Barb Stutz, Legislative person—Cass Stejer.

Seminar: Seth Callos of Edward Jones Investments will present a financial seminar at the library on Saturday, Feb. 2nd @ at 1:00 PM. He will discuss money matters, the fiscal cliff and Social Security. All board members are encouraged to attend, and spread the word about it.

Parking lot lighting project—Rosemary stated that she received an estimate from Action Electric for the parking lot lighting project, but unfortunately one day after the grant proposal was due. There was discussion about getting a second bid from Eagle Electric. Cass will follow-up with Eagle Electric.

Meeting time/attendance –Rosemary asked if the board meeting time of the 3rd Thursday at 4:15 PM is working for everyone. Everyone said yes. Rosemary also reminded everyone to please make attending the board meetings a priority.

Election timeline –Rosemary reminded everyone that declarations of candidacy for upcoming open board positions need to be submitted by March 22.

Lori's questions –Rosemary went over some of the questions that Lori raised last month following an employee resignation. There were some clarifications about some of the questions and the board felt that they had a better understanding of the situation. Many of the questions which arose are addressed in various library policies. One point which was brought up was whether or not computer software which limits patron time on the public access computers is necessary. Beverly will check into pricing for this software and report back to the board next month.

OTHER

Concerns/comments/Kudos---Beverly gave Kudos to Rosemary and Bruce for their recent help when Beverly was injured at home and needed aid to get to the doctor.

Adjournment---Nancy moved that the meeting adjourn at 6:21pm –Cass seconded, motion passed.

Next meeting: Thursday Feb 21, 2013 @ 4:15 PM