

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday, Feb 21, 2013 at 4:15 PM

Call to order --Rosemary Yocum called the meeting to order at 4:10 pm. Those present were Rosemary Yocum, board chair; Nancy Bushman; Lori McReynolds; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; and guest John Lowell. Those absent were Barb Stutz and Cass Stejer.

Approval of agenda---Nancy **moved that the agenda be approved. Lori seconded. Motion passed.**

Approval of minutes: Rosemary moved that the Jan 17, 2013 minutes be approved. **Nancy seconded, motion passed.**

Treasurer's Report:

1. Monthly reports—Barb reported on the monthly expenditures (attached). They were some higher than normal expenditures with snow removal and propane. Barbi also reported the CPA financial review bill was higher than expected. The board approved paying it.

January 2103

Edward Jones CD; \$13,000 maturity date 4/10/2013

Edward Jones CD; \$5,021.88 matured on 2/14/2013—the library has received the check.

Checking: \$ 3,201.84

CARR: \$2,201.96

Market Plus: \$16,786.26

Petty Cash: \$115.85

2. **Approval of bills**--- Rosemary **moved the January bills be approved. Lori seconded. Motion passed.**
3. **CPA review** –Barbi passed out the CPA report from the biennial financial review and the board discussed each item that the CPA brought to the board's attention.

Library Director's report –Beverly reported that the overall numbers of patron usage continue to increase. The holds are continuing to increase and CIN has some concerns with the amount of transits that are being shipped. January was a busy month in the Book Barn. Rosemary **moved** and Nancy **seconded** that Beverly come up with a checkout system for patron use of the library E-Reader devices, which can only be used inside the library.

Motion passed. The board directed Beverly to engrave each portable device with library identification.

Correspondence –Barb Stutz tendered her resignation from the board effective Feb 21, 2013. John Lowell submitted a letter of interest. Rosemary **moved** and Lori **seconded** to appoint John to the board effective today. **Motion passed.**

OLD BUSINESS

CIN update—Beverly stated that the CIN directors have seen a continual increase in holds being placed and shipped between libraries; this is taking up to 25% of the overall CIN budget for transit and couriers. There was discussion at the last CIN meeting about adding downloadable magazines and music to the CIN catalog. The Library Directors would like a breakdown of expense per library for this addition before making a decision, as budgets are tight.

Grants report—Barbi reported that there is a lot of competition for every grant she applies for. Beverly will send the Lions a thank you letter for their grant.

Policy review:

1. Sick Time –The board will review and discuss this at the next meeting.
2. Rosemary reminded board members to be sure that policies revised last month have been added to their manuals (#16. Bookkeeping policy, #23. Patron Computer Use Policy, Table of Contents, p. 9 &13 of Personnel policy).

Parking lot lighting project –Rosemary **moved** and Lori **seconded** to approve the quote by Action Electric for this project, since no other company has shown an interest. Motion passed. Rosemary will contact Action Electric about starting as soon as weather permits.

Election timeline –Rosemary handed out paperwork to the board members for renewing their terms on the board.

NEW BUSINESS

Vacant board position –John Lowell submitted a letter of interest and was approved by the board. See motion under “Correspondence” above.

Bank account signers – Nancy **moved**, Rosemary **seconded**, and **motion passed** to remove Barb Stutz as a signer on the library bank accounts. The board will revisit adding additional signers next month.

Employee Payroll Direct Deposit - \$16/month fee for less than 50 employees (\$192/year)—There was discussion about signing up for payroll direct deposit and the board decided not to proceed with it at this time.

Book Barn - Beverly reported that there have been lots of visitors to the Book Barn and the need for volunteers to help in the book barn is increasing. Beverly will be submitting a news article to the papers requesting volunteers and anyone interested in starting a Friends of the Library group to contact the library.

Fundraisers:

1. **Memorial Day booth in Coolin** –Rosemary reported that we need to volunteers to help on Saturday and Sunday of Memorial Day weekend. Rosemary, Beverly, and Barbi all said they would volunteer, but more volunteers are needed.
2. **PL Chamber silent auction baskets** –Rosemary stated that we can again raffle up to 3 baskets, so people need to start thinking of ideas for baskets.
3. **Quilt raffle** –Rosemary is in contact with someone who is willing to donate a quilt to the library as a potential fundraiser/auction item.
4. **New Friends of Library group** –Beverly stated that there is an article coming out in next week’s newspapers asking for volunteers and people interested in forming Friends of the Library group to contact the library.
5. **Handheld device raffle**—Barbi stated that another Nook/Kindle device could be raffled off. Beverly stated the time to start another raffle is in the spring when more people are at the lake.

Operations Manual –Rosemary stated that board members should be looking at the Operations Manual to begin updating. Beverly stated that there are duplicates and much of the information is covered in other sections, so as a result the Operations section could be greatly reduced. The board will begin updating next month.

OTHER

Concerns/comments/Kudos—The board would like to thank John Lowell for stepping up and showing interest in the library and wanting to become a board member.

There was a discussion about changing the meeting times to another time. It was decided that the meetings would be held on the third Tuesday of each month at 3:00 pm in the library conference room.

Adjournment—Nancy motioned that the meeting be adjourned. Lori seconded. Motion passed. Meeting adjourned at 6:15 p.m.

Next meeting: Tuesday March 19, 2013 @ 3:00PM