

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, March 19, 2013 at 3:00 PM
Pending Approval

Call to order –The meeting was called to order at 3:10 pm. Those present were Rosemary Yocum, board chair; Nancy Bushman; Lori McReynolds; Cass Stejer; Barbi Johnson, Treasurer; Beverly Richmond, Library Director; John Lowell; and guest Wes Yasny.

Oath of Office: John Lowell was sworn as a Trustee by Rosemary Yocum.

Approval of agenda: Nancy **moved** to approve the agenda with the addition of “Meeting Times” as John has conflict next month. Cass **seconded**. **Motion passed.**

Approval of minutes: Barbi stated that the numbers for the Edward Jones CD should read \$5,042.61 on the Feb 21, 2013 meeting minutes, and the CARR should read \$3,720.84. Beverly will make those corrections. Nancy **moved** that the minutes be approved with the noted changes. Lori seconded. **Motion passed.**

Treasurer’s Report:

1. **Monthly reports**---Barbi reported that Beverly sent a Thank You letter to the Lions for the Digital devices we purchased with their grant. Barbi also reported that snow removal costs were a little higher than expected. She also reported that the puppets have arrived and that the library is now receiving two new children’s magazine subscriptions. Barbi reported that one Edward Jones CD matured and per the board’s directive the money will be put into the CARR checking account.

February 2013

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

Checking: \$ -58.61

CARR: \$7,446.19

Market Plus: \$53,082.68

Petty Cash: \$152.25

2. **Approval of bills**---Cass **moved** to approve the February bill payments. **Nancy seconded. Motion passed.**

Library Director’s report –Beverly reported that the number of holds and requests continue to increase. Rosemary asked that the Edward Jones financial seminar which took place in early February be added to the monthly report. Beverly will make that addition.

Legislative Report—Rosemary and Beverly reported there are two house bills in the Idaho legislature that could possibly impact the library. The first is one to repeal the business personal property tax and the second is the Learning Express Library digital downloads may not be offered by Idaho Commission for Libraries after October if funding to ICfL decreases.

Correspondence--None

OLD BUSINESS

CIN update—Beverly reported that the next CIN meeting is tomorrow March 20, 2013. Beverly will report on the meeting after she attends.

Grants report—Barbi reported that she submitted a grant for the Children’s Garden for the Summer Reading Program, and is currently working on a grant through the Selkirk Realtors Association that would help fund the Parking Lot Lighting Project.

Election timeline –Rosemary has submitted her declaration of candidacy and the library has received it. Lori will be faxing her declaration of candidacy to Bonner County for certification. John has submitted his declaration of candidacy to Bonner County for certification, but the library has not received it back yet. No other declarations of candidacy have been received.

NEW BUSINESS

Budget:

1. **Discuss possible cuts to keep on track this fiscal year**—Rosemary handed out a proposal of budget cuts for review to keep the budget on track for this fiscal year. The board discussed the possibilities. Rosemary **moved**, and Cass **seconded** to make the following budget cuts effective immediately: Reduce library assistant’s collective hours to 25/week total; cut Saturday open hours by one hour (which further reduces assistants hours by one hour per week); and discontinue Holiday pay. **Motion passed.**
2. **Audit requirements**—Rosemary discussed with the board state audit requirements for taxing districts, and the need for an audit once annual expenditures reach \$100,000. Rosemary stressed that we must stay on track with this year’s budget in order to avoid an audit next year, which would cost at least \$7000.

Policy review:

1. **Holiday Pay policy**—Nancy moved that the Holiday Pay for employees policy be rescinded. John **seconded** and the **motion passed.**
2. **Asset vs. expense amount on new purchases** -Rosemary and the board discussed the Expense vs. capitalization amount in Policy 16 Bookkeeping Internal Controls, which is set at \$400. Cass **moved** and Nancy **seconded** to change the amount to \$300, and that all media be listed as an asset. **Motion passed.**

Parking lot lighting project –Rosemary stated that the board budgeted for \$5500 of Miscellaneous Expenses this year, of which CARR expenditures is a subcategory. However, spending those funds this year will put us very close to \$100,000 in expenses, the magic number for an audit. The board decided to delay the project until early fall, so that the expense will be incurred next fiscal year. Rosemary will notify Richard McDonald of Action Electric to start this project in the fall.

Operations Manual –The board reviewed the first 10 practices of the Operations Manual and made updates. Beverly will make the changes to the manual and print copies for all board members.

OTHER

Meeting Times – After discussing alternate dates for next month’s board meeting due to a number of scheduling conflicts, the board decided to keep the April meeting at the regular time.

Concerns/comments/Kudos—Beverly reminded everyone of the upcoming Memorial Day festivities and the need for volunteers to help run the library booth. Kudos were given to Beverly for the delicious banana bread she baked for the meeting!

Adjournment: Cass **moved** to adjourn the meeting at 5:09 PM. Lori **seconded.** **Motion Passed.**

Next meeting: Tuesday, April 16 @ 2:30 PM