

**Priest Lake Public Library**  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, April 16, 2013 at 2:30 PM**

**Call to order** ---The meeting was called to order by Rosemary Yocum at 2:35 PM. Those present were: Rosemary Yocum, board chair; Nancy Bushman; Lori McReynolds; Barbi Johnson, Treasurer; Beverly Richmond, Library Director. Absent were board members John Lowell and Cass Stejer.

**Approval of agenda**—Nancy **moved that the agenda be approved. Lori seconded, motion passed.**

**Approval of minutes:** Nancy **moved and Lori seconded that the minutes from March 19, 2013 be approved. Motion passed.**

**Treasurer's Report:**

1. Monthly reports –Barbi reported that this month we had two fills for propane and that the bill for the fire extinguisher maintenance was also paid. Barbi reported that Lori did a random quarterly audit of the books and everything looked fine.

**March 2013**

Edward Jones CD; \$13,000 –Barbi confirmed the funds from the matured CD were transferred to the CARR account on 4/10/13.

Checking: \$4,169.72

CARR: \$7,446.51

Market Plus: \$42,717.10

Petty Cash: \$72.85

2. Approval of Bills---Nancy **moved** to approve the March bill payments. **Lori seconded. Motion passed.**
3. CD matured 4/10/13 – The board authorized Barbi to purchase another Certificate of Deposit (CD) through Edward Jones for \$10,000, at the best interest rate for 12 months or less.

**Library Director's report** ---Beverly reported that the statistical numbers for each month continue to improve. This past month we picked up another local group wanting to use the meeting room. We hosted a program of detox/nutrition that people came from as far away as Sandpoint to attend. It was well received and we will host another in the future. Beverly reported that the annual statistics were in for libraries across the state. Priest Lake is providing excellent service to the community and surrounding area. The library is handling the load of shipping and receiving of large numbers of holds well.

**Legislative Report**---Rosemary reported that the 2013 Idaho legislative session had ended. She said a quick search of the legislative website confirmed the passage of a bill funding ICfL again this year. Beverly reminded Barbi of the increase in PERSI rates which will take effect in July.

**Correspondence**—Beverly reported that the library received a request from the Coolin Civic Center ladies asking if the library wants to purchase cookbooks. The board decided against this.

**OLD BUSINESS**

**CIN update**—Beverly reported that CIN agreed on the purchase of downloadable music for the catalog. The Coeur d'Alene Library will bear it's the cost the first year, after which the cost will be divided among all CIN libraries. The purchase of Freegal for downloadable e-magazines is still under

discussion at CIN along with the purchase of Zinnio. The board stated they are against the added cost of this item. Beverly also stated that CIN is due to upgrade the KOHA version at the end of the month which may alleviate some of the difficulties we are experiencing with holds.

**Grants report**—Barbi reported that she checked into a Wells Fargo grant, but was waiting to hear back from them regarding requiring non-profit status. Barbi stated that she was currently working on a grant to send Beverly to an Idaho Library Association seminar in October.

**Fundraisers** - Beverly reported that library T-shirts were ordered from Travis Holycross. We will sell these at the Memorial Day Coolin Festival library booth, along with books from the Book Barn. The booth will also include a Kindle or Nook raffle, and possibly a quilt raffle. Beverly also stated that there is a sign-up sheet at the front desk for anyone wishing to volunteer to help with the library booth.

We will provide 3 baskets for the People Helping People silent auction Memorial Day weekend, one of which will be donated by Tom and Arlina Holman. The library receives 90% of the proceeds from the auction of these baskets.

## **NEW BUSINESS**

**Trustee election certificates**—Beverly handed out Certificates of Election to Rosemary and Lori. John will receive his at the next meeting. Rosemary and John were re-elected for another 6-year term each, and Lori for a 2-year term.

**Summer Reading Program**---Beverly reported that the Summer Reading program is set to begin in mid-June and run through mid-August. There will be weekly activities on Thursday mornings much like last year.

**Yard maintenance position** –Beverly stated that since the budget is extremely tight this year, yard maintenance may need to be done by a volunteer. Beverly volunteered to cut the grass if need be.

### **Policy review:**

1. **E-Reader/Digital devices use by patrons policy (see minutes 11/15/12 p. 2)** - Beverly provided sample digital device policies from several libraries, which the board discussed at length. Rosemary **moved** to adopt a separate policy for digital devices (to include, among other things, that the devices cannot leave the library and that they be limited to a two hour check-out time limit like the computers). **Nancy seconded. Motion passed.** Rosemary will write up the policy to include all the points adopted and Beverly will forward to all board members for inclusion in their manuals.
2. **Overdue items fines and fees policy #13** ---Beverly stated that this policy needed to be updated as it was out of date. The board refined the policy. Lori **moved** and Nancy **seconded** to adopt the changes discussed. Rosemary will make the changes to the existing policy and forward to Beverly.
3. **Policy for NSF checks** –The board discussed establishing a policy for NSF checks. Beverly provided information on how other libraries add additional fees to cover NSF checks on the patron’s account. **Lori moved** that we add verbiage to the Overdue Items Fines and Fees policy to state that a \$25 NSF check fee will be assessed to the patron’s account, the patron must bring cash, a cashier’s check or money order to cover all fees and outstanding balance on their account in the case of an NSF check, and that the patron’s library privileges will be reinstated when the account is brought current. **Nancy seconded. Motion passed.** Rosemary will make the changes to the existing policy and forward to Beverly.

**Current budget review-** The board reviewed the current budget through March 31 line by line. In most categories we are right where we should be. Beverly stated that she would like additional funds for adult books and videos, as very little was budgeted to these to line items. Lori **moved that \$1,000 be allocated to adult books and videos for this fiscal year. Nancy seconded. Motion passed.**

**Operations Manual** - The board went through sections 11 – 16 and made several updates. Lori **moved** and Nancy **seconded** to adopt the updated Operations Manual. **Motion passed.**

**Budget for FY 2013-14** – The board set the first budget committee meeting for Monday, May 13<sup>th</sup> at 10 AM. All are welcome to attend.

**OTHER**

**Concerns/comments/Kudos** ---None mentioned.

**Adjournment:** Nancy moved that the meeting adjourn at 4:50 pm. Lori seconded. Motion passed.

**Next meeting: Tuesday, May 21 @ 2:30 PM**