

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, May 21, 2013 at 2:30 PM**  
**Meeting Minutes Pending approval**

**Call to order**—Rosemary called the meeting to order at 2:40 pm. Those present were Rosemary Yocum, board chair; Barbi Johnson, treasurer; Beverly Richmond, Library Director; John Lowell, and Cass Stejer via phone. Deb Sudnikovich was present as a guest. **Absent:** Lori McReynolds.

**Board member appointments/Oaths of Office**—Deb Sudnikovich presented the library with a lot of interest for the open board position to replace Nancy Bushman. John **moved** that she be appointed. Cass **seconded and motion passed**. Rosemary gave Deb the Oath of Office and swore her in.

**Approval of agenda**---Deb **moved that the agenda be approved** with the addition of “Budget Meeting Time” and “Election Certificate for John” under Old Business, as these were inadvertently left off. **John seconded. Motion passed.**

**Approval of minutes:** Rosemary **moved** that the April 16’ 2013 minutes be approved with the correction that Lori McReynolds did a quarterly random audit of the libraries financials and things looked in order. John **seconded. Motion passed.**

**Treasurer’s Report:**

1. Monthly reports—**April 2013**
2. Edward Jones CD; \$10,000 opened 4/17/13 matures 1/24/14
3. Checking: \$1,428.30
4. CARR: \$10,505.74
5. Market Plus: \$37,366.93
6. Petty Cash: \$110.80
7. Approval of bills—Deb **moved that the April 2013 bills be approved. Rosemary seconded. Motion passed.**
8. CD purchase report—Barbi reported that she purchased a \$10,000 CD from Edward Jones Investments and it matures on 1/24/14 as per the board decision last month.
9. Work comp carrier—Barbi stated that she is looking into other carriers because the service that has been provided by our current carrier is lacking. She will get back to us.

**Library Director’s report**—Beverly reported that the statistical numbers continue to stay pretty steady. There have been a number of volunteers working on the book barn and library grounds to get the library in tip top shape for all the folks returning to the lake for the summer. Aubrey, from the Idaho Commission for Libraries, came to Priest Lake and held a workshop for our library staff on how to update our webpage.

**Correspondence** ---Rosemary stated that she had gotten a letter from the Ezra Keats Foundation outlining the grant that the library received. She also has a letter from Kathleen Hubener expressing an interest in becoming a board member.

**OLD BUSINESS**

**CIN update**—Beverly reported that Fregal, which is downloadable music, would be available to all the patrons soon. CIN is still considering purchasing Zinio, which is downloadable magazines. Roku

Players, which is a device that can stream movies to your television, is now available through CIN checkout from the Coeur d'Alene library. New media arrivals at the various CIN libraries will now be listed on their websites.

**Grants report**—Barbi reported that the library received a grant from the Ezra Keats Foundation for the children's garden in the amount of \$400.00. The garden work is set to take place on June 8<sup>th</sup> at the library. Barbi also discussed applying for grants from the Lions and People Helping People for the parking lot work. She will follow up.

### **Fundraisers**

1. **Memorial Day Booth in Coolin, PL Chamber auction baskets**—Beverly reported that the library had received a basket from Tom Holman for the auction and that she will put two other baskets together. The library t-shirts which we will sell for fundraising are being printed. The board discussed the pricing of the t-shirts and it was decided that Adults should be priced at \$15.00 and Children's should be priced at \$12.00. Rosemary will have access to a truck for set-up on Saturday for the Coolin Festival, and she, Beverly, and Barbi will do the set up and man the booth.
2. **Huckleberry Festival Booth** – Saturday July 20—Rosemary stated that the application for a booth at the Huckleberry festival has been sent in. We will not be charged for booth space. Volunteers are needed to man the booth.
3. **Raffles** – Kindle, quilt---Beverly stated that raffle signs were made. Rosemary is working on getting a picture of the quilt for the Coolin Festival. The quilt will be delivered mid-June.

**Summer Reading Program update:** Beverly reported that summer reading starts on June 20<sup>th</sup> at the library. The program will run throughout the summer and that many activities are planned. A list of dates and activities is posted on the website. Volunteers can contact the library if they are interested in helping out. We have received \$425 in donations for Summer Reading from the community to date.

**Budget Committee Meeting:** The next meeting was set for Monday, June 3 at 10 AM.

**Election Certificate:** John was presented with his election certificate.

### **NEW BUSINESS**

#### **Policy review:**

1. **Staff CEU's** - Rosemary **moved** that all staff take a quarterly training class and to that we make this part of the personnel policy (p. 14, H. Education and Training). This decision was originally made by the board on 09/21/10 but was never added to the personnel policy. **Deb seconded. Motion passed.** Staff will be paid for their training time.
2. **Bookkeeping Internal Controls policy (p. 19)**
  - a. Staff payroll check signers vs. direct deposit - **Rosemary moved** that the paychecks be done via Direct Deposit because of the added frustration of getting a board member check signer to sign them. **Deb seconded. Motion passed.** Barbi will set this up with the bank.

- b. **Rosemary moved** to add to the Bookkeeping Policy that the bookkeeper is required to make backup digital copies of financial records and keep them offsite for disaster recovery. Barbi stated that she has always been doing this.  
**Deb seconded. Motion passed.**
- 3. **Fundraising for non-library groups policy** (#14, p 17) –Deb **moved** that wording be added to this policy stating solicitation of funds by non-library groups is prohibited in the library. **John seconded. Motion passed.**
- 4. **Policy manuals**
  - a. Rosemary distributed cover pages to all the board members for their manuals.
  - b. The board reviewed all the manuals for inclusion of all 24 policies—and the library printed missing pages for board members.
- 5. **Board manuals** –Board members checked their manuals for inclusion of this year’s meeting minutes. Rosemary took two board manuals home to update them.

**Meeting time**—There was some discussion about changing the meeting time, but the board decided that 2:30 PM on the 3<sup>rd</sup> Tuesday of each month works well for everyone.

**OTHER**

**Concerns/comments/Kudos** – none mentioned.

**Adjournment** ---Deb moved that the meeting be adjourned at 4:40 pm. John seconded. Motion passed.

**Next meeting:** Tuesday, June 18<sup>th</sup> @ 2:30 pm