

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, November 19, 2013 at 2:30 PM**  
**Preliminary Minutes**

**Call to order** --- Rosemary called the meeting to order at 2:30 pm. Those present were Rosemary Yocum, board chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Deb Sudnikovich, Lori MCREynolds, Kathleen Hubener, and guest Cathe Rosenberg.

**Approval of agenda**—Deb moved that the agenda be approved as written. Lori seconded and motion passed.

**Board member search, appointment and Oath of Office** ---Cathe Rosenberg submitted a letter of interest for the board vacancy. Discussion followed. Rosemary moved and Deb seconded that Cathe be appointed to the vacant position. Motion passed. Rosemary administered the Oath of Office to Cathe.

**Approval of minutes:** Lori moved that minutes of the October 15, 2013 regular meeting be approved with the following correction: Barbi Johnson’s name was misspelled. Kathleen seconded and motion passed.

**Treasurer’s Report:**

1. Monthly reports-- **October 2013**
2. Edward Jones CD; \$10,000 maturity date 1/24/14.
3. Checking: \$ 3,708.07
4. CARR: \$9,488.52
5. Market Plus: \$27,464.81
6. Petty Cash: \$ 815.80

**Approval of bills**---Rosemary moved that the October bills be approved. Deb seconded. Motion passed.

**Library Director’s report**---Beverly reported that holds and transits continue to be strong. The number of patrons using Overdrive continues to increase. School visits are going well. Preschool story time continues weekly and other groups are using the library meeting room regularly.

**Correspondence** –Beverly reported that the library received a thank-you card from Priest Lake Elementary for the recent book donation to the school that was from the Idaho Commission for Libraries.

**OLD BUSINESS**

**CIN update** –Beverly reported that a KOHA update is scheduled for December. Beverly reported that she is part of the bylaws Committee and Circulation Committee to improve CIN and they will meet tomorrow.

**Grants report**---Barbi reported that she has completed the Ezra Keats Foundation grant along with the ILA grant. Beverly will write a press release about attending the ILA conference. Barbi will come to the library on December 18 to get pictures of the children and puppets for the Priest Lake Education grant.

**Parking lot lighting project update** -- Beverly and Rosemary reported on all the difficulties they dealt with on the parking lot lighting project, but the work was finally completed in mid-November. Discussion followed. The board decided to either withhold \$500 from the final bill until springtime, or ask the contractor for a letter stating that any issues arising with the parking lot compacting next spring will be corrected at no charge.

**Painting exterior of new building** – Beverly and Rosemary reported that the library had received four bids for painting the exterior of the newer building. They were from Jordan Painting, Color Country Painting, Stuart Wagner, and Tom Bell. Discussion followed regarding each bid, what it included, and how and when the painting would be completed. Deb moved and Lori seconded that the library award the bid to Color County Painting. Motion passed. Rosemary will notify Color Country Painting that they were awarded the bid, and schedule the work for next spring or early summer.

## **NEW BUSINESS**

### **Policy manuals:**

1. Rosemary distributed copies of policies revised last month to all board members.
2. Personnel Policy – p. 14, item G. – Education and training – the board discuss options regarding wages during conference attendance. Kathleen passed out samples of other policies that specifically addressed wages during conference attendance. Kathleen moved and Cathe seconded that the library pay regular wages for staff to attend conferences. Wages will be paid for hours spent in conference training as well as for travel time. Motion passed.

### **District boundaries:**

1. See map---Rosemary passed out a district map, as questions had arisen about the southern boundary location, which is approximately Squaw Valley Rd.
2. Bylaws Article II, Section 1 – Rosemary moved and Deb seconded to change the wording to describe district boundaries more accurately.
3. Bylaws Article II, Section 3 – add reference to ID statute 33-2715. Kathleen moved that the bylaws be changed to include a reference to Idaho statute 33-2715. Cathe seconded and the motion passed.

**Winter open hours** – Beverly recommended changing the winter hours of operation on Wednesdays to 11-4 to go along with the other day' hours of operation. Discussion followed. The board agreed to change the winter hours for Wednesdays to 11-4 between the months of October 1<sup>st</sup> to April 1<sup>st</sup>.

**Christmas Open House** –The board discussed having an open house. It was decided not to host one this year as attendance the past three years has been low. The library will provide cookies and small gifts for children coming to the library during December.

**Director's Health Insurance** -- Rosemary explained that the library pays a portion of the health insurance premium for the director, and that \$200/month was budgeted for the current fiscal year. Discussion ensued, as Beverly's monthly premiums recently increased. The board agreed to make no changes, and continue to pay \$200/month as budgeted. The library director will pay the balance via payroll deduction.

**Executive Session per Idaho Code 67-2345(b)** --Rosemary moved and Kathleen seconded that the board go into executive session for the purpose of the director's annual evaluation. A roll call vote ensued – Rosemary yes, Kathleen yes, Deb yes, Cathe yes, and Lori yes. The board went into executive session at 4:35 PM. The board came out of executive session at 5:00 PM.

## **OTHER**

Concerns/comments/Kudos---None

**Adjournment** - Rosemary moved that the meeting be adjourned at 5:02 pm. Deb seconded. Motion passed.

**Next meeting:** **Tuesday, January 21, 2014 @ 2:30 PM**