

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, Aug 20, 2013 at 2:30 PM**  
**Pending Approval**

**Call to order:** Rosemary called the meeting to order at 2:35 pm. Those present were Rosemary Yocum, chairperson; Beverly Richmond, Library Director; Barbi Johnson, treasurer; John Lowell; Deb Sudnikovich; and Lori McReynolds. **Absent** was Kathleen Hubener.

**Approval of agenda:** Lori moved that the agenda be approved. John seconded, and motion passed.

**Approval of minutes:** Deb moved that the July 16, 2013 minutes be approved as written. Lori seconded and the motion passed.

**Treasurer's Report:**

1. **Monthly reports**—Barbi handed out the monthly reports and reported that July expenses for media were higher than on the report, because we had not received any bills, and they will post to next month's report.
2. **July 2013:**
  - Edward Jones CD; \$10,000 maturity date 1/24/14.
  - Checking: \$ 4,784.40
  - CARR: \$9,568.04
  - Market Plus: \$22,845.77
  - Petty Cash: \$550.35
3. **Approval of Bills**—Rosemary moved that the July expenditures presented be accepted. Deb seconded and the motion passed.

**Library Director's report:** Beverly reported that last month 350 more people used the library than this time last year. The book barn continues to be a great success; proctoring and notary services have increased as well.

**Correspondence** – Beverly reported that Sue Peckham has turned in her notice in order to take a full time job at the high school. Beverly also reported that a random water testing was performed by Panhandle Health District (PHD) and the library was within the guidelines set by the health department. PHD sent a representative to physically inspect the water well, which they do every 5 years, and all was in order.

**OLD BUSINESS**

**CIN update:** Beverly reported that the meeting for August was cancelled, as was the July meeting.

**Grants report:** Barbi reported that the People Helping People grant for the parking lot lightning project was approved and the library received a check for \$4,000. Rosemary will call Action Electric to schedule the work for September. Barbi also reported that she is working on finishing the Ezra Keats grant for the children's garden in the near future. She also reported that Beverly was awarded a \$500 scholarship to attend the Idaho Library Association annual conference in October in Nampa.

**Fundraisers**

1. **Huckleberry Festival Booth report**—Beverly reported that the Huckleberry festival was a success. The library raised approximately \$235. Books did not sell well, but raffle tickets did. Priest Lake Search and Rescue helped set up and take down our booth.

2. **Kindle and Quilt Raffle** - Beverly reported that to date we have raised approximately \$200 for the Kindle raffle and \$700 for the quilt raffle. Rosemary will email Melissa Quilter about drawing the quilt winning ticket in September.

**Summer Reading Program report:** Beverly reported that the Summer Reading program was winding down. It was a great success. The final presentation is scheduled for tomorrow August 21<sup>st</sup> @ 1:00pm. Dean Yongue will be doing a crystal presentation and all the children will be making their own crystals to take home.

**2013-14 Budget:** Barbi passed out the final budget for the 2013-2014 calendar year to all the board members. Discussion followed with clarification from Barbi as to what expenditures were CARR vs. Maintenance & Operations. **Deb moved that the budget be accepted. Lori seconded and motion passed.**

## **NEW BUSINESS**

### **Policy manuals:**

#### **1. Bookkeeping Policy**

- a. **Deb moved** to revise section 2d. to allow CARR expenditures under \$400 without pre-approval by the board (though approval after-the-fact is required), and CARR expenditures over \$400 that are not urgent must be pre-approved by board. **Rosemary seconded and motion passed.**
- b. **Rosemary moved** that receipts be required for all purchases and reimbursements regardless of amount. **John seconded and motion passed.**

**Staff raises:** Beverly recommended 30 cent/hour raises for Lisa and Dorothy. **Lori moved that the raises be approved. Deb seconded and the motion passed.**

**Volunteer luncheon:** The board discussed the volunteer luncheon usually held in September. It was decided that a luncheon would be held on October 6<sup>th</sup>. Beverly will follow-up with Marcia Warren about possible catering. Deb will follow-up with the Nickel Plate Restaurant and Elkins about availability and pricing.

**Painting exterior of new building:** Beverly has spoken with several local painters about quotes for painting the exterior of the new portion of building next summer. She has received a bid from Tom Bell for \$2750 for exterior painting, though it was unclear if that included prep work. Beverly is following up on additional bids from Stuart Wagner and others.

## **OTHER**

**Concerns/comments/Kudos:** Beverly stated a huge thank you to everyone who has been helping in the book barn and with Summer Reading.

**Adjournment—Deb moved that the meeting adjourn at 4:10 pm. Lori seconded motion passed.**

**Next meeting: Tuesday, September 17, 2013 @ 2:30 PM**