

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, September 29, 2015 at 3:00 PM
Approved Meeting Minutes

Call to Order: Deb called the meeting to order at 3:00pm. In attendance were, Deb Sudnikovich, Board Chair; Barbi Johnson, Treasurer; Lori McReynolds, Barb Benscoter, Rosemary Yocum, and Shana Hollingshead

Approval of Agenda: Rosemary moved that we approve the agenda, Lori seconded. Motion passed.

Approval of Minutes: Lori moved that last month's minutes be approved, Rosemary seconded. Motion Passed.

Treasurers Report for August, 2015

Monthly Report: Barbi reported that expenditures are going well. Beverly did a very good job staying within budget for staff.

Checking:	\$1496.65
Carr:	\$6198.13
Money Market:	\$44,385.16
Petty Cash:	\$1171.10

Approval of Bills: Rosemary moved that bills be approved, Deb seconded. Motion passed

Library Directors Report: Shana reported that the library has been very busy. The number of patrons using the internet is way up. The library was a used information hub for the fires this summer.

Correspondence: None

Old Business

CIN Report: Shana explained some of the KOHA enhancements that have been implemented. They are useful in handling accounts and in finding the reading level of children's books.

Grants Report: Author Jane Fritz will be doing a presentation on the Kalispell People October 17 at 3:00.

Beverly turned in the final report for the Libri Grant. Barbi has finished the press release, it should be out next week.

The Priest Lake Communities Care Grant has been used and the final report sent.

The Lion's Club grant request is still pending.

No new grants are being worked on at this time.

Security Cameras: Lori moved that we add 2-4 security cameras to the inside of the building. The cameras will not face work areas, just the aisles: one facing down the main aisle, one near the videos facing the French doors, and one facing down the aisle in the computer room.

New Business

Public Records Request- Barbi-We were faxed a public records request. We have a policy that requires that the requestor fill out our form. The request is for detailed electronic records, which we don't have. If the requesting party fills out the request, it will be declined for that reason.

Property Schedule: There was a review of our current property insurance. Rosemary moved that we maintain current coverage, Lori seconded. The motion passed.

Courier resigned and Beverly hired a new one: Chuck Willits resigned. Mike was his back up and was hired to replace him. He requested \$60 per trip instead of \$55. Rosemary moved to approve both the new hire and the pay amount, Lori seconded. The motion passed.

Courier Policy: Shana and Beverly to write a Courier Policy. The Courier will be hired by the library director and approved by the board. The new policy will be presented at the next Board Meeting.

Evacuation Policy: The Board discussed the need for a policy in the event that the library needs to be evacuated. Deb will begin researching this policy.

Other

Concerns, Comments and Kudos: Thank you to Rosemary for her service as Board Chair.

Adjournment: At 4:25 Barb moved to adjourn the meeting, Rosemary seconded. Meeting adjourned.

Next Meeting: October 27, 2015 at 3:00pm