

Priest Lake Public Library
Board of Trustees Regular Meeting
*****MINUTES*****
Priest Lake Public Library Meeting Room
April 19, 2012 at 4:00 pm

Present: Rosemary Yocum, Chair: Michelle Barnes; Barb Stutz; Arley Sue Hagman; Barbi Johnson, Treasurer was absent. Wes Yasny was a public patron attendee.

Approval of Agenda: Michelle **moved** to approve the agenda. Barb **seconded**. **Motion passed.**

Approval of March 22, 2012 minutes: Approved as written.

Treasurer's Report: Barbi was absent, however Beverly stated that the Edward Jones investment material has arrived. The paperwork to transfer money from PSB to our new Edward Jones account has been taken care of by Barbi, and 2 CDs purchased: a 10 month \$5013.50 CD at .51% interest, and a 12 month \$13,000 CD at .45% interest. Barbi and Rosemary are signers on the Edward Jones account. The remainder of the treasurer's report will wait until next month.

Library Director's Report: See attached report. It was reported that last month was a little slower than this time last year. The knitting club continues to be a huge success and things are moving forward.

Legislative Report: Michelle did not have a report on the PERSI bill or Senate bill 1323. Rosemary reported that the PERSI bill died in session, and Senate Bill 1323 (clarification of library trustee recall election procedures) passed House and Senate and was signed into law by the governor. It will take effect July 1, 2012.

Friends of the Library: No new business to report.

Correspondence:

1. **Jan Wall email**—Rosemary stated that Jan Wall emailed the board, stating that Senate Bill 1323 was instigated by a Priest Lake citizen who contacted local legislators regarding recall of library Trustees. Senator Shawn Keogh carried the bill. Jan said ICfL had nothing to do the inception of this bill, but were contacted by a Senate Aide in the draft stage to check on implications or unintended consequences of this legislation.
Jan also stated that whether a recall campaign for Rosemary proceeds is a local issue and one that ICfL and Jan are not involved in.
2. **Request for Public Records**—A request for Public Records was received from Jody Pettit. Beverly provided her with the requested records, and noted those records on the library's Public Records Requests Index form.
3. **ILA 2012 Public Library Award** - The deadline to submit applications for awards is May 5, 2012.

Old Business:

CIN update—KOHA migration is set for April 30, 2012. Beverly will be closing the library on May 1st and 2nd to train the staff on all the changes.

Training update:

1. **Overdrive Bookmobile in Spokane May 7-8.** Rosemary stated that she will drive to the training and that we will be leaving from the library around noon. Anyone that wishes to attend is welcome to come along.
2. **Fire extinguisher and safety program**—Rosemary has contacted General Fire and Oxarc as well as the Coolin/Cavanagh Bay and North of the Narrows Fire Departments about hosting a Fire extinguisher safety program in conjunction with the library for the general public. The fee schedule is still being discussed and Rosemary will contact both the Chamber and Search and Rescue about joining in sponsoring the training at the Coolin Fire hall sometime this summer.
3. **ICRMP training** – Rosemary suggested that we contact Jim McNall about conducting a training for public officials at Priest Lake, since it looks like no board members will be able to attend the upcoming PRIMA training in Cda on May 1.

Furniture and equipment:

1. **Front Desk Computers** - Rosemary **moved** to approve the expenditure of between \$800-\$1,000 in CARR funds for a second front desk computer, to bring us up to standards for circulation needs. Arley Sue **seconded**. **Motion passed**. If a grant comes through for the computer, the CARR account will be reimbursed.
2. **Petting Zoo—Kindle, MP3, Nook, IPAD** – A discussion was held yet again about the need for these items. Wes stated that technology is growing at light speed and the need for these devices and for the library staff to understand how to use them and assist patrons is an important issue. Discussion followed about pursuing grants for this. Rosemary stated that she had submitted a grant application to Selkirk Association of Realtors. Beverly stated that she had sent a request to both the Lions and People Helping People. Some board members were unwilling to approve a CARR expenditure for these items at this time.
3. **CARR funds discussion**—Beverly asked for clarification concerning the CARR funds. Since so much discussion has gone into this item previously and the board does not want to deplete the funds, how are the CARR funds to be used? Rosemary explained to the board again that CARR fund expenditures are regulated by ID statute 33-2724(4). She also explained that the library director comes to the board when new/replacement equipment/furnishings are needed, and in the past, the board has approved the expenditure if CARR funds are sufficient.

Policy review:

- a. **Assistant Librarian job description**—Beverly has drafted a new job description to cover all assistants and she will email that out to everyone.
- b. **Investment Policy**---It is apparent from our recent experiences with Panhandle State Bank and Edward Jones Investments that an investment policy is needed. An investment policy will be drafted and discussed at the next meeting.
- c. **Public Records Requests Forms**—discussion followed about the correct forms and what needs to be included. Michelle **moved** and Barb **seconded** to adopt the standard forms supplied by Lynette McHenry. **Motion passed**.

- d. **Set a date for policy manual review**—Discussion followed and it was decided that the policy manual review day will be Saturday, May 12th @ 1:00 pm.

Grants:

1. **Status of Lions, PHP grants request.** - Beverly stated that these grant requests from the library have gone out in the mail and that Tom Holman stated that People Helping People allot money quarterly, with the next disbursement in July. Lions meet monthly but no response as yet.
2. **PHP silent auction baskets**—deadline is May 1st. Tom and Arlina Holman will be donating a basket for the silent auction and 90% of the monies collected will be given to the library. The library can have up to three baskets. Rosemary stated that Bruce offered to donate a bat house. The library will put together a third basket as well.
3. **Selkirk Association of Realtors Grant** –Rosemary stated that she had submitted a grant application requesting \$1500 for the E-Reader Petting Zoo Program and was waiting to hear back.
4. **Grant writer**—Rosemary stated that she had discussed with Barbi about Barbi being a grant writer for the library, which Barbi said she would be interested in doing. Michelle asked that Barbi submit a proposal about the number of hours she would be needing and the rate of pay that she would like. Barbi will have that at the next meeting.

New Business

Library Director and board support—discussion followed about how the board and library director seem not to be working together to meet the goals or that of the mission of the library. Much discussion ensued about the technology plan and CARR funds.

Staff evaluations:

1. **Beverly 4 month evaluation** - is set for May 12th @ 1:00 pm.
2. **Barbi evaluation**—Barbi requested an evaluation, as she has not had one in seven years. Beverly will find a treasurer evaluation form and the evaluation will be set at a later date.
3. **Other staff--Beverly is requesting raises.** Beverly stated that performance evaluation and raises had not been done on the staff for well over a year. Beverly wanted the board to know that she would be requesting raises for the staff in the near future. There was discussion about the options of doing this at the annual budget meeting, or at a regular board meeting as has often been done in the past.

Board Member to replace vacant position—Wes Yasnay stated he is interested in applying, but is not a resident at this time. No one else has submitted a letter of interest yet. The board will continue to advertise and promote the library in the hopes of finding a person to fill the vacant position.

Bookkeeping/banking:

1. **Random audit by board member due in May**—Barb will complete and submit.
2. **Payroll check signers**—Discussion followed and Rosemary stated that due to the inconvenience, she is no longer willing to come down on Monday's to sign paychecks. Beverly stated that at many libraries, as far as she was aware the director was able to sign

checks. Rosemary **moved** to change the policy so that Beverly and Barbi could sign paychecks. The director may sign all paychecks but her own and the treasurer may sign the director's paycheck. Arley Sue **seconded and Motion passed**. Rosemary will update the Bookkeeping Internal Controls Policy to reflect the changes.

3. **Another board member as bank account signer**—Barb Stutz was appointed a bank account signer on all Panhandle State Bank accounts to replace Tracy.

Other

Concerns/Comments/Kudos---Kudos to the library staff for doing an excellent job.

Adjournment—Rosemary **motioned** and Arley Sue **seconded** to adjourn the meeting. **Motion passed**. The meeting adjourned at 6:40 pm.

Next Meeting: Thursday, May 17, 2012 at 4:00 pm in the library meeting room.

Rosemary Yocum

From: "Jan Wall" <Jan.Wall@libraries.idaho.gov>
Date: Monday, April 02, 2012 9:34 AM
To: "Jan Wall" <Jan.Wall@libraries.idaho.gov>; <stutz@povn.com>; <mbarnespriestlake@live.com>; <arleysue@hotmail.com>; <ryocum@dishmail.net>; <tolmo@live.com>
Cc: "Marj Hooper" <Marj.Hooper@libraries.idaho.gov>; "Ann Joslin" <Ann.Joslin@libraries.idaho.gov>
Subject: Response to 3-22 minutes

I recently read the minutes from your March 22 meeting and would like to respond and correct a misconception.

The legislation to which you refer (Senate Bill 1323a) was instigated by a Priest Lake citizen, who contacted local legislators. Senator Keough carried the bill. ICFL and I had nothing to do with the inception of this bill, or with the decision to proceed. We were contacted by a Senate Aide in the draft stage to check on implications or unintended consequences of this legislation. That is the extent of our involvement.

I am sorry if the news that Rosemary might be involved in the recall issue came as a surprise. Whether the recall "campaign" proceeds is a local issue and one that ICFL and I are not involved in.

I realize that Tracy has resigned from the board (thank you for your service, Tracy!) but I am copying her since she was also at the meeting. I have also copied my supervisor, Marj Hooper, and Ann Joslin, State Librarian.

Jan Wall
Idaho Commission for Libraries
Northern Field Office
866-212-0646

4/9/2012

