

Priest Lake Public Library
Board of Trustees Meeting
****MINUTES****

Priest Lake Public Library Meeting Room
April 19, 2011, at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Lana Feldman; Arley Sue Hagman; Marcella Cooper Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Anne Weitz, Assistant Librarian; Absent: Eleanor Ellison, President of Friends.

The meeting was called to order by Rosemary at 3:01PM.

Approval of Agenda: Arley Sue **moved** to approve agenda as written. Lana **Seconded. Motion passed.**

Approval of Minutes: Arley Sue had two typos to be corrected. Lana **moved** to approve minutes from the March 15, 2011 meeting, with the 2 corrections. Tracy **Seconded. Motion passed.**

Treasurer's Report:

Barbi reported the monthly numbers:

March 2011:

Panhandle Bank CD; 18,000 Opened 2011

Checking: \$ 950.83

CARR: \$ 9,292.25

Market plus: \$41,691.48

Petty Cash: \$179.20

Barbie opened a CD at Panhandle Bank for the amount of \$18,000.00 at an interest rate of .55%.

Barbi noted that when doing the next year budget, the Board should budget enough money into the Special Programs to cover the price of bussing the school children to the library.

Barbi will look into buying the propane tank.

Barbi will make contact with the CPA next Monday (after tax season) to get an audit scheduled.

Library Director's Report: See attached for reports. March numbers were up slightly and computer usage was up. Jody reported there will be a BTOP workshop on May 5, 2011 that she and Sharon will be attending.

Friends of the Library: No report

Correspondence: Barbi had two items: PRIMA training for risk managers and the ILA membership. No action was taken on either offer.

Old Business

BTOP/E-RATE: Jody filed for a 15 day extension with Ben Kramer. Scott Ballou and Kramer are still working out the technological specifics. Jody has CCed all e-mails to Jan Wall. There is a lag in the internet with patrons streaming videos and the board OKed the increase of one package from Moosebytes.

CIN update: .see minutes Jody explained the Hold issue.

Computer Lab : Anne presented a plan for placement of the computers into the existing room. Arley Sue suggested having the same type of plan for the Video Room, placing the computers in there and moving the Videos into the existing computer room.

Board Position: Michelle Barnes was the only candidate so there is no need for an election. Lana's last meeting will be the May meeting and Michelle will start in June. Lana requested no gift certificate.

Technology Plan: Rosemary brought a plan that everyone is to review for the next meeting. Barbi and Jody identified each computer and Barbi went back through the CARR account to get a record of when each computer was bought.

VHS and Audiocassette replacement: Anne put together a list of audiocassettes and VHS videos that are in need of replacing to update the collection. CARR monies can be used for the replacement. To do everything on the "wish list" would be about \$2000.00. Rosemary **moved** that we spend \$500.00 to start replacing the outdated technology. Marcella **seconded. Motion passed.**

New Business

Office Space in Storage Room: Jody and Sharon moved the Friends items to the storage shed and placed a desk into the back room. A printer/scanner/copier will be needed but will hold off on it until there is a computer to place into the office. Rosemary **moved** that a chair and a heater be purchased for the office. Marcella **seconded. Motion passed.**

Summer Reading Update: Lisa has sent out letters for donations, volunteers, and snacks. Summer reading will be June 27- July1. Anne is working on a grant for People Helping People and will ask for donations including the preschool program and the school programs.

Budget meeting: Arley Sue, Tracy and Rosemary will meet with Barbi and Jody on May 9th, 2011 at 2pm. Barbi will send out an e-mail to remind everyone.

Long Range Plan: Lana reported that there is a long range plan for the library that should be revisited every June during the annual meeting. There has been a plan to put in a foyer or double entryway into the library. If that is done, it needs to be cleared with the historical soc. And possibly be drawn up by an architect.

Executive Session: by order of 672345, the board moved into executive session at 4:48pm. All board members were polled and the vote was: Tracy-yes, Arley Sue-yes, Marcella- yes, Lana-yes and Rosemary- yes.
Out of Exec. Session at 5:24 pm.

Other

Concerns/Comments/Kudos:

Adjournment: Lana made a **motion** to adjourn the meeting, Arley Sue **seconded, motion passed.** Meeting was adjourned at 5:25 p.m. Rosemary moved and Marcella seconded Motion Passed. Next Board of Trustees meeting is May 17, 2011, at 3:00 p.m.

