

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

Priest Lake Public Library Meeting Room
December 14, 2010 at 3:00 PM

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

The meeting was called to order by Rosemary at 3:00PM.

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

Approval of Minutes: Tracy moved to approve minutes from the October 19, 2010 meeting with corrections to typos. Marcella **Seconded. Motion passed.**

Treasurer's Report:

Barbi reported the monthly numbers:

OCTOBER 2010:

Panhandle Bank CD: \$ 21,390.00 This CD does not mature until May of 2011

Checking: \$ -108.98

CARR: \$ 6,032.57

Market plus: \$ 23,539.11

Petty Cash: \$ 190.70

This is the first report of the current fiscal year. Barbi shared that one thing that came up in the ICRMP meeting was that the board should be very involved in what the Treasurer is doing. Barbi has added a Transaction List by date to the reports to be given to the board. This is to help the Board to see what is going in and out of the bank accounts. She will start adding this report each month. The only unusual expense in October was the carpet cleaning in the amount of \$330.00. Barbi contacted the State Insurance Fund for adding Workman Comp on the Handyman and the Courier. She said that the expense was very minor. Larry and Nancy are covered for this as of October 25, 2010. Jody will let them both know.

NOVEMBER 2010:

No report yet. Will have it next month.

Library Director's Report: See attached for reports. *October and November*

Jody also reported she has hired Lisa Reigel as the new Assistant Librarian Tier III. Her first day will be December 21, 2010. The position she will be working is every other Friday for the winter months and for the summer it will be every Friday.

Friends of the Library: Rosemary stated that Rich Hungate has drawn some plans for the new Book Barn. The Friends are going to apply for some grants this winter. If the grants are awarded, they are hoping to begin construction next Spring/Summer, though it is not a sure thing yet.

Correspondence: A wonderful donation from a couple in Renton, WA in the amount of \$500.00 was given to the library! THANK YOU Keith and Linda Gallup!!

Old Business

CIN update: Jody presented a copy of the Minutes from the CIN meetings from October and November. She will start bringing a copy of the minutes from each meeting. *See attached.*

Movie License: The final quote on retaining a Movie License from Movie License USA is \$249.00, with five CIN libraries participating in group licensing. This covers unlimited movie showings for one year, choosing from allowed movies on the Movie License USA list. Rosemary **moved** to get the Movie License for one year. Lana **seconded. Motion Passed.** Jody will let Bette from Coeur d' Alene know that it is a go!

BTOP/ERATE: Jody stated that she went to the "Opportunity Online" conference in Boise. She shared that she met with other Librarians in Idaho and met with sponsors supporting the BTOP Program. She said that this was great way to see what other libraries are doing. This also was a way for the BTOP sponsors to get information from the Idaho Libraries to see where the Grant money would be needed in the future. There were a few new programs presented that are available to the public. For example, Learning Express Library, Apangea and Idaho Department of Labor workshops for the public to help with résumés and how to fill out an unemployment application online. The next step for the E-rate is the filing of the 471 which is not due until January 2011. Jody and Tracy will work on this. We should learn if we will receive a grant for new computers in January.

Meeting Room Policy: The Board formally adopted the Operations and Policy Manuals' revisions to the Meeting Room Policy discussed at the past two board meetings. Arley Sue **made a motion** to approve the changes to the Meeting Room Policies. Marcella **seconded. Motion Approved.** Jody will give copies of the revised policies to all board members, and Rosemary asked that all board members place them in their manuals to replace the old ones.

Landscaping Update: Bob Stutz has finished what he was going to do for this fall. Barbi suggested the Board get Bob a \$50.00 gift certificate from the Tamrak True Value to thank him for his hard work. Arley Sue made a suggestion for Kudos to Bob Stutz in the Priest River Times. Rosemary volunteered to get that in the newspaper. Lana moved to get Bob a gift Certificate. Marcella **seconded. Motion passed.** Barbi will pick up the gift certificate.

Staff training updates: Jody read off a few classes that the Staff has taken on the Web junction website, and showed the board the certificates they received for each class. These will be kept in each employee's file.

New Business

Budget revision:

There have been 2 extra evening hours added to the staff schedule during the winter. Many times there was only one Librarian closing at night. This is for safety issues because it so dark and the Library is so secluded, and was recommended by ICRMP. This will add \$707.00 to the budget for the year.

Lana moved to approve adding the additional staffing hours to the budget. Marcella **Seconded**. Tracy **abstained** from voting. **Motion passed.**

Personnel Policy Manual update: There was an issue that came up recently with Job applications for the assistant librarian position. The Assistant Librarian (Tiers I, II, and III) job descriptions do not state that a High School Diploma or GED is required. The minimum qualifications state “sufficient education training and or work experience to demonstrate possession of the knowledge, skills and abilities, which would typically be acquired through high school degree or equivalent.” The board discussed making a High School diploma or GED a qualification. After careful discussion, Rosemary **made a motion** to require a High School Diploma or GED in the minimum qualifications for the position of Assistant Librarians Tiers 1,2,and 3. Arley Sue **Seconded**. Rosemary, Marcella, and Arley Sue voted yes, Tracy opposed, Lana abstained. **Motion passed.**

Overdue item notices policy: Jody shared that we need to create a Policy for overdue and lost books. We currently do not have such a policy. This is becoming a concern.... Rosemary would like Jody to ask West Bonner Library for a copy of their Policy concerning this matter. When Jody receives a copy of this policy she will email to all the Board members. There will be a discussion about the Policy at the next meeting.

Membership for the Chamber: Barbi will renew our annual Priest Lake Chamber membership.

Meeting Times: Table until the Annual meeting in June 2011

Staff Christmas Gifts/Holiday Dinner. The board decided no library Christmas dinner this year.

Staff evaluation-executive session Rosemary moved to go into a executive session under code 67-2345 to discuss staff evaluation. Marcella **Seconded**. Motion approved and Jody was invited into the executive session with the board. The board came out of executive session at 4:50 p.m.

Other: Lisa Reigel’s pay rate was discussed. The board approved starting her at \$8.25/hour. Jody will inform Lisa.

Concerns/Comments/Kudos: None

Adjournment: Lana made a motion to adjourn the meeting, Marcella **seconded**, motion passed. Meeting was adjourned at 4:55 p.m.

Next Board of Trustees meeting is January 18, 2011, at 3:00 p.m.