

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

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Michelle Barnes; Arley Sue Hagman, by phone; Barbi Johnson, Treasurer; Barb Stuz, Beverly Richmond, Library Director. The meeting was called to order by Rosemary at 4:05 PM.

Approval of Agenda: Arley Sue **moved** to approve agenda from the November 17th board meeting. It was **seconded** by Barb. **Motion passed.**

Executive session: Rosemary **moved** to go into executive session as per Idaho statute 67-2345 (1) (f) to discuss with legal representative pending litigation. Tracy **seconded**. Roll call to vote to go into executive session: Michelle-yes, Tracy-yes, Barb-yes, Rosemary-yes. **Motion passed** and board went into executive session at 4:10 p.m. and came out of executive session at 4:35 p.m.

Treasurer's Report:

Barbi stated that the past two months have been light. Barbi stated that the donation from Marcella Cooper per her request was split equally between Juvenile Books, Juvenile videos and the Summer Reading program.

November 2011

Panhandle bank CD; \$18,000 Opened 2011

Checking: \$ 527.74

CARR: \$5,713.82

Market Plus: \$21,000.06

Petty Cash: \$1,103.45

Approval of Bills—Rosemary **moved** that all the November presented bills be approved as written. Barb **seconded**. **Motion Passed.**

December 2011

Barbi stated that the library had received another restricted donation from Bruce and Rosemary Yocum for Audio books, that there was 248.75 used for Christmas Bonuses for Employees and that the month of December.

Panhandle bank CD; \$18,000 Opened in 2011

Checking: \$2,406.29

CARR: \$5,714.31

Market Plus: \$24,431.82

Petty Cash: \$358.15

Approval of Bills—Rosemary **moved** that all the December bills be approved as written. Tracy **seconded**. **Motion Passed.**

Library Director's Report: See attached report. Beverly reported that most everything had an increase with the exception of Computer users and that was because the library was closed for a

couple of days because of the Christmas holiday. There was discussion about the Notary bill and Beverly will investigate the residency requirements to be a Notary in Idaho.

Friends of the Library: The Friends of the Library have been inactive during the winter months and it was discussed that when spring arrives maybe things could be done to re-active the Friends of the Library. Ideas discussed were a Newsletter or even a campaign for new members; in an effort to get the Friends of the Library more active within the library.

Old Business

CIN update---Beverly reported that the CIN system migration is scheduled for the end of April. There is a (3) day training scheduled for April 2nd, 3rd and 4th. Beverly will have to attend all three days. It would be cost-effective for Beverly to stay in Coeur d'Alene rather than travel the distance each day. Beverly is also hoping that more than one staff member can attend this training.

STAFF hours and Persi update---Beverly stated that the staff hours had all been adjusted. However, Barbi stated that the budget will be \$500.00 over-budget for the year with the current hours. Beverly will work on making an adjustment. Anne was removed from Persi so that should help with the budget.

Director's applicants –letters of thank –you's. Michelle said that all the applicants were sent a thank you in November.

New Business

Tort Claim by former employee—the Board was made aware of the possible claim.

Library Break-in and security issues—the library experienced a recent break-in and the police were called. All of the locks on the building have been changed.

New front desk computer---Beverly handed out some prices of a new computer for the front desk. There was discussion and Beverly is to contact Bates and find out additional information at the next CIN meeting as to what type of computer is needed to handle the conversion to KOHA.

Bank accounts and Visa Card—There was discussion about adding Beverly's name to the bank account and getting a new visa card with Beverly's name on it. It was decided to add Beverly's name to both the checking account and the Visa Card.

IT (Information Tecnology) at PLPL –Beverly discussed the recent uploading of downloadable books to the website. Beverly also handed out various papers on the different types of technology gadgets that included Kindles, Nooks, IPAD, iPod and MP3 players. The need for the library to have a working knowledge of all of these types of technology devices and the hope of having a petting zoo here at the library (all of the devices on hand to assist patrons with learning how to use them.) These devices would strictly be for in-house use only. There was also some discussion about how to handle various IT problems that the library has been

experiencing lately. These include the internet not working, access and reports not working and other issues.

Grants:

People Helping People—Beverly reported that some to the People Helping People grant was used to purchase new games, books and educational material. A letter went out to the grant people letting them know of this. We received a response from our letter and we were encouraged to apply again for another grant for additional educational needs and books.

LIBRI grant for children's books---Beverly reported that she completed and sent in an application for a children's book grant. The response is expected at the end of May.

PLA—2012 Conference---March 13-17 in Philadelphia, PA. Beverly reported that this conference is once every two years and it is for public librarians. Beverly requested that she be able to attend. There was discussion and it was decided that it was not in the budget, however, other avenues of attaining funds for Beverly to attend will be pursued by Rosemary. Beverly offered to pay half of the expense of the conference.

Read to Me—ICfL –marcy 5th and 6th in Boise. Beverly stated that she had just received this information about this upcoming training and thought that it was a good idea to send two staff members to. The ICfL will pay for lodging, travel and meals and the benefit to the staff is additional training for summer reading, lapsit and benefits and help for small and rural libraries.

Policy Review—it was discussed that the library Policy Manual has been compromised, as have the e-copies.

Policies to discuss for updating:

- A. Vacation policy
- B. Persi wording in personnel policies
- C. Director appointment and discharge policy
- D. Job description and hours
- E. Application for Employment
- F. Definition of resident policy

Rosemary passed out all of the policies the board will look them over and make changes. Beverly will look into job descriptions and hours, along with vacation policies of other libraries.

Other

Concerns/comments/Kudos—Kudos to the library staff for doing an excellent job in spite of all of the recent events.

Adjournment -Arley Sue made a **motion to adjourn**, Rosemary **seconded**, **Motion passed**.
The meeting adjourned at 6:42 p.m.

Next Meeting: Thursday, February 16, 2012 at 4:00 pm in the library meeting room.

