

**Priest Lake Public Library
Board of Trustees Regular Meeting
MINUTES
Priest Lake Public Library Meeting Room
March 22, 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: Tracy **moved** to approve agenda from the February 16th board meeting. It was **seconded** by Barb. **Motion passed.**

Treasurer's Report:

February 2012

Panhandle bank CD; \$18,000 Opened 2011 has earned .75 cents in interest to date

Checking: \$ 407.64

CARR: \$5,715.24

Market Plus: \$53,166.53

Petty Cash: \$109.10

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

Legislative report--- PERSI bill, Internet filtering and House bill 1323---Beverly discussed all of these bills that are in the house and some of the ramifications of each of these bills. Michelle will continue to follow all of the house bills and let the board know if any action is needed.

Library Director's Report: See attached report. Beverly reported that most everything had an increase with the exception of Computer users that was half of what it was this time last year. Beverly stated that she did not know why there was such a huge difference but that the library had been seeing lots of activity in the month of February. Beverly stated that the Notary and Costco memberships had been taken care of and that she had already done one Notary application for a patron.

Friends of the Library: The Friends of the Library have been inactive during the winter months and it was discussed that someone to act as liaison with the Friends when they do return. Beverly had sent an email wish list to the Friends with the Friends response.

Correspondence: Rosemary handed out a flyer regarding the upcoming PRIMA risk management workshop in Coeur d'Alene on May 1st. It was discussed and Rosemary is planning on attending.

Tracy handed out her official resignation stating that her term has a board officer when end at the end of this board meeting.

Old Business

CIN and KOHA migration 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. Beverly also reported that there has been ongoing issues with Voyager that may affect the conversion to KOHA.

Staff training-Beverly reported that the Read to Me training in Boise was very informative and that Lisa had come away with lots of new ideas for bringing more children in the community to the library.

Notary Update—Beverly has received her Notary seal and paperwork.

Furniture and equipment—

1. Front desk computer was received it was discussed about the additional computer for circulation; however the board will look at possible grants or other options.
2. Petting zoo—Kindle, MP3, Nook, iPad—Beverly is working on a People helping people grant for this.
3. Shelving—Michelle graciously volunteered to build an additional set of shelving this summer with the projected cost of only \$250.00

Policy Review:

- a. Assistant librarian job descriptions combined to one---Beverly will have this done by the next meeting.
- b. Director evaluation form—the samples were discussed and the board felt that the second sample would be the best to use.
- c. Have all the board members been receiving copies of the February revisions—all had them except Michelle, which Beverly provided.
- d. Set date for policy manual work ---it was decided that May would be the time to do this work day.

Grants---

1. Status of Lions, PHP, FOL grant requests—Beverly stated that she has contacted the Friends with some discussion, yet nothing has been decided or acted upon. Beverly is writing a PHP grant for the petting zoo. The Lions have not been contacted as yet.
2. Assign a board member for grant writing—there was discussion, yet no board member wants to tackle this job.
3. Possible grant sources—Beverly handed out copies of possible grant sources and writing tips. They included Idaho Community Foundation, Gates, Walmart, Target and many other possible resources for grants.

New Business

Jan Wall's visit to the library—Beverly discussed the conversation that happened when Jan came to the library to work on the e-rate. This conversation centered around House bill 1323 and issues with the board and a potential recall of Rosemary. Rosemary asked for board support

to send a letter to Jan's supervisor requesting someone else now handle this library. The board did not support Rosemary and no further action will be taken at this time.

Director's 6 month evaluation---the board decided to use the second form and it will be set for sometime in May.

Annual Budget Meeting---is to be scheduled for May.

Fire Extinguishers—5 total were checked and Beverly will contact General Fire about getting one for the shed.

Jan/Feb payroll stats—Barbi handed out the Jan/Feb payroll stats that show most of the staff are trying to stay under budget with the exception of training.

Other

Concerns/comments/Kudos—Kudos to the library staff for doing an excellent job. A big thank you to Tracy for her hard work while on the board.

Adjournment – Tracy made a **motion to adjourn**, Rosemary **seconded**, and **Motion passed**. The meeting adjourned at 6:55 p.m.

Next Meeting: Thursday, April 19, 2012 at 4:00 pm in the library meeting room.