

Priest Lake Public Library  
**Board of Trustees Meeting**  
Priest Lake Public Library Meeting Room  
**March 16, 2010 at 3:00 PM**

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

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

**Oath of Office:** Tracy Olmo was sworn in by Lana Feldman

**Approval of Agenda:** Rosemary **moved** to approve agenda. Arley Sue **seconded**

**Motion passed**

**Approval of Minutes:** Arley Sue **moved** to approve minutes. Marcella **Seconded.**

**Motion passed**

**Treasurer's Report:**

Barbi reported the February monthly numbers

Panhandle Bank CD: \$ 21,287.55

Checking: \$ -3,275.21

CARR: \$ 12,489.55

Market plus: \$ 45,507.54

Petty Cash: \$ 118.20

**Library Director's Report:** Jody would like to purchase audio cases from Demco. Demco has a special going on with 50% off. The total cost would be around \$1600.00 Rosemary **moved** to purchase cases out of CARR account Marcella **seconded** it. **motion passed**

**Friends of the Library: No meeting until May.**

**Correspondence: None**

## **Old Business:**

**Landscaping:** Bob Stutz was unable to attend meeting. Eleanor would like to have a privacy screen set up around propane tank and asked if the Friends could landscape around the book barn. Discussion followed, no action was taken.

**Notary:** Jody told the Board that she received the stamp and journal. She needs to send the application with proof of insurance to the state secretary. The total cost was \$142.00. This includes the stamp, a journal, bond and a 2 hr video.

## **New Business:**

**Operation manual:** Lana highlighted in the operations manual. The policy manual needs updating due to the new CIN system. Special attention should be given to: The processing of ILL (inter library loan), opening and closing procedures, cleaning schedule and Internet rules.

Election Timeline: Tracy was handed the declaration of candidacy. This is a 5 year position. Tracy has to have this paper turned back in to us by March 19, 2010

### **Other:**

**Library Director evaluation-** The board gave Jody her annual evaluation in written form.

**Employee raises-** the board approved Jody's recommendation to give the 6% raises to the library assistants who received their six month evaluations this month.

### **Concerns/Comments/Kudos:**

### **Adjournment:**

Arley Sue made a motion to adjourn and Marcella seconded to adjourn at 4:00 pm. **motion passed.**

**Next Board meeting is April 20, 2010 at 3:00 PM**