

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

Priest Lake Public Library Meeting Room  
March 15, 2011, at 3:00 PM

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

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

**Approval of Agenda:** One item was added to the agenda- CARR account. Lana **moved** to approve agenda as written with the one addition. Tracy **Seconded. Motion passed.**

**Approval of Minutes: (Regular meeting)** Arley Sue **moved** to approve minutes from the February 15<sup>th</sup> 2011 meeting, with no corrections. Tracy **Seconded. Motion passed.**

**Approval of Minutes: (Special meeting)** Lana **moved** to approve minutes from the March 4, 2011 meeting, with corrections as follows: Clarify Idaho Commission for Libraries contract agreement *for BTOP on-line @ your library* and change the word sing to *sign*. Arley Sue **Seconded. Motion passed.**

**Treasurer's Report:**

Barbi reported the monthly numbers:

**February 2011:**

Panhandle Bank CD; (\$ 21,381.21 This CD matured March 2011. Barbi is still looking into new rates. She tried to open a CD at STCU but did not have the proper paperwork.

Checking: \$ -2963.86

CARR: \$ 5,651.77

Market plus: \$48,651.73

Petty Cash: \$115.86

Board had a discussion about the merits of dealing with STCU and the amount of time it was taking Barbie to open a CD.

Rosemary **moved** that we no longer work with STCU and try working with Trudy Leen or Panhandle Bank. Lana **seconded. Motion Passed**

Barbi also looked into the increase in gas prices and asked if there needed to be an adjustment to the courier's expense billing. The Board said that they would revisit this issue if gas prices continued to rise.

**Library Director's Report:** See attached for reports. February numbers were up slightly and computer usage was up. Jody reported that there was an increase in the number of attendees for story hour. There is also one community service volunteer working around the library.

**Friends of the Library:** People Helping People deigned the grant request for building a new structure.

**Correspondence:** None

**Old Business**

**BTOP/E-RATE:** Jody worked with Jan Wall on getting the contract with Airpipe signed and had some changes to do all dealing with the date of start-up. Form 471 was submitted. Jan warned Jody that there would be more questions to be answered about the technical items. Benjamin Kramer with

Universal Service Administrative Company (the organization that funds BTOP) has been e-mailing with a list of questions. Jody has been forwarding them to Airpipe.

BTOP will provide broadband for up to 7 computers for public access. Rosemary wants to ask for 7 new computers, if BTOP will pay for them. Discussion followed on where to put the computer stations. One idea was presented. Anne will draw up an additional plan to use the existing computer area to maximum utilization of space installing cubicles for more privacy. Jody will look into different types of computer tables for the next meeting.

Barbi will find out when each computer was purchased.

**CIN update:** .see minutes

## **New Business**

**Board Elections:** Lana goes off the board in May. Anyone requesting candidacy has until 5:00pm on March 18<sup>th</sup> to have their paperwork into Bonner County. As of today there were no candidates. Rosemary will put an article into the Priest River Times about appointments to the BOD.

Timeline: Candidate must file by March 18<sup>th</sup>, 2011.

Forms are available at the PLPL.

Arley Sue said she would give up her position if the phone conferencing wasn't working for the board. No one had an objection to the phone-in meetings. Rosemary had a copy of the Kalispell Sewer District how to run for a position handout and suggested that the library have something similar.

**Technology Plan:** Rosemary will write up a plan that includes the frequency of replacements and the number of public access computers the library will have. Arley Sue said that the policy and the actuality have to match.

**CARR Account:** Jody said that some of the VHS and Audio cassettes need to be replaced with the newer technology. Jody asked Jan Wall if that was appropriate use of the CARR account. Jan said that it would cover the replacement costs. Library staff will compile a list of items that need to be replaced along with the costs for the next board meeting.

## **Other**

**Concerns/Comments/Kudos:** Thanks to Arley Sue for the treats.

**Adjournment:** Lana made a **motion** to adjourn the meeting, Arley Sue **seconded**, **motion passed**. Meeting was adjourned at 4:15 p.m.

Next Board of Trustees meeting is April 19, 2011, at 3:00 p.m.