

Priest Lake Public Library  
Board of Trustees Meeting  
\*\*MINUTES\*\*  
Priest Lake Public Library Meeting Room  
July 19, 2011, at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Arley Sue Hagman; Michelle Barnes; Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Anne Weitz, Assistant Librarian; M.J. Hungate; Absent: Marcella Cooper; The meeting was called to order by Rosemary at 3:02 PM.

**Approval of Agenda:** Arley Sue **moved** to approve agenda as written Tracy **seconded. Motion passed.**

**Approval of Minutes:** (Annual) Rosemary wanted the word only added to her agreeing to another term as chairperson. Tracy **moved** to approve minutes, with changes to the market plus account, spelling out People Helping People and striking the technology plan from last month. Arley Sue **seconded. Motion passed.**  
(June 21, 2011 Meeting)- Arley Sue **moved** to approve minutes, with the change, from the Annual meeting. Tracy **seconded. Motion passed.**

**Treasurer's Report:**

Barbi reported that the CARR account was busy with the purchase of the computer tables, etc for the new computer room:

**June 2011:**

Panhandle Bank CD; \$18,000 Opened 2011

Checking: \$ -2590.53

CARR: \$ 8796.06

Market plus: \$32,227.66

Petty Cash: \$459.70

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**Library Director's Report:** See attached for report. June numbers were up slightly and computer usage was up. Summer reading report will be next month, as it spans both June and July.

**Friends of the Library:** M.J. Hungate reported on the Friends meeting saying that there were some issues that arose at their meeting. The Friends applied for 3 grants for the Book Barn and were turned down for all of them. She requested a letter to state that the Barn is not a historic building and that the library owns both the structure and the land it sits upon. The Friends would also like a letter stating that they bought the shed but it was given to the library. She asked for input from the board as to what they felt was the role of the Friends of the Library. Rosemary said that one reason to keep the Friends was the non-profit status that it provides. M.J. wanted to know if a board member could administer the 501 (c3). Jody will get a list of summer reading volunteers to M.J. Arley Sue and the board wanted to

thank the Friends for all they do for the library.

**Correspondence:** None

## **Old Business**

**BTOP/E-RATE:** Jody reported that the process wasn't quite complete and that forms needed to be filled out again for the phone lines and internet to have BTOP/e-rate pay for their share of the bill as Moosebytes sent the wrong numbers into BTOP.

**Computer Room update:** The room is in place and the videos are moved to the back wall.

**CIN Update:** Jody had no meeting minutes from the June meeting. Jody will get copies of the minutes to the board members when she has them.

**Picnic Table Update:** Jay Osborne donated the table. The board had Okayed \$300 for a second table. Discussion followed as to whether two tables were needed. The staff will try to note how much use the one table gets before making a decision on purchasing a new picnic table.

**Technology Plan:** Rosemary **moved** to adopt the technology plan with the addition of page numbers, adoption date and added donations to the Carr fund usage. Michelle **seconded. Motion passed.**

**Bylaw Changes:** Wording for bylaw changes will be e-mailed or put into board members boxes.

**Dead Tree removal decision:** Barbi reported that the library is covered by insurance in event of a tree falling on the building. The volunteer cutting the tree is not covered, so the person or persons cutting must show proof of medical insurance before cutting. Michelle **moved** that someone with proven insurance may cut down the dead trees on the library property. Tracy **seconded. Motion passed.**

**Board member replacement:** Rosemary talked to Marcella about leaving the board. Marcella wants to remain active when she is here but feels she should step down from her position. A notice of a vacancy will be put into the paper and posted at the library, with the deadline of Friday August 12, 2011.

**Upcoming fiscal year budget:** Barbi made the changes discussed at last meeting, correcting the amounts being added to computer tech support, programs, and supplies. The numbers were slightly different than discussed. Arley Sue **moved** that the proposed budget be submitted to the newspaper. Michelle **seconded. Motion Passed.**

## **New Business**

**New or ongoing projects for library staff in quiet times:** The board would like regular articles placed in the newspaper. Jody reported that there are lists of projects that are worked on when

the library is slow.

**Grant Writer on board:** Michelle volunteered to be that person.

**Concerns/Comments/Kudos:** Kudos to: the staff for summer reading, for the reorganization of the library to accommodate the new computers, to Barbi for work on the budget, and to Bruce Yocum for the installation of the blinds.

**Adjournment:** Rosemary made a **motion** to adjourn the meeting, Michelle **seconded**, **motion passed**. Meeting was adjourned at 4:45 p.m.

Next meeting: August 16, 2011