

Priest Lake Public Library  
Board of Trustees Meeting  
\*\*MINUTES\*\*  
Priest Lake Public Library Meeting Room  
August 16, 2011, at 3:15 PM  
(PENDING REVIEW BY THE BOARD OF DIRECTORS)

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. The meeting was called to order by Rosemary at 3:14 PM.

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

**Approval of Minutes:** Arley Sue **moved** to approve minutes, with corrections, Tracy **seconded**.  
**Motion passed.**

**Treasurer's Report:**

Barbi reported that the CARR account was quiet this month. The budget for new books, audios and videos is right on track for this fiscal year. The library supply budget is a little over budget. Barbi also added a line on the spread sheet for the People Helping People grant. Barbi will be doing the books and payroll early for the first few weeks in September. Barbi also asked for the OK to pay the CPA audit bill. (discussion under new business)

**August 2011:**

Panhandle Bank CD; \$18,000 Opened 2011

Checking: \$ 50.98

CARR: \$ 6747.73

Market plus: \$22,651.24

Petty Cash: \$331.61

**Library Director's Report:** See attached for report. July numbers were up considerably and computer usage was up. There has been no attendance at the movie night for the last two months. Hiring a landscaping/mowing person has been difficult as there aren't many hours and you have to have your own equipment. Bob Stutz will continue to do the job for the rest of the summer at \$10.00 an hour.

**Friends of the Library:** The Friends haven't met since the last library board meeting. Jody will get the names of some of the summer reading helpers to MJ Hungate as possible new Friends members.

**Correspondence:** None

## Old Business

**BTOP/E-RATE:** Jody has filed the 471 form which is to pay for 80% of the phone bill. She has been negotiating with Moosebytes/Airpipe to get the paperwork done for the BTOP portion of the bill. The board asked how the upgrade was working and Jody reported that there have been a lot of problems, especially with the wireless. She has talked to Moosebytes to see if they can hard-wire the cataloging and back office computers for better service. Bates has been in to try to get better wireless service, and he moved the router. Northern Lights has been working on the power to the relay tower that has caused a lapse in service.

**CIN Update:** Jody distributed a memo of the new time line for going to the INLG network. There were several items that the directors would like the boards to look at and make decisions about so that the entire network would have the same policies.

1. All items are holdable (except for reference material). The board thinks that is fine, except the regional collection should be transferred to reference.
2. DVDs are on a 7 day loan. We already do this.
3. No renewals on video games. We don't have any video games.
4. \$25.00 non-resident fee (currently a \$5.00 fee). This fee is to go to pay for Overdrive which is a downloadable e-book and music system. Discussion followed on the definition of non-resident and the price being high. Jody is to find out more on non-residents and if people want the downloadable option could pay an additional charge. The board was OK with a \$10.00 fee but not \$25.00.
5. No grace period. Jody will find out how the system will handle the late fee if someone puts a book due on Saturday in the box on Saturday after closing and it is not checked in until Tuesday morning.
6. High demand items have a 14 day checkout period. The board did not have a problem with this.

**Upcoming fiscal year budget** (final approval)- The final budget ran in the Priest River Times. Tracy **moved** and Rosemary **seconded** the approval of the 2011-2012 budget. **Motion Passed**

## New Business

**Bookkeeping Internal Controls:** Rosemary had some suggestions for internal controls on the bookkeeping. First, the pay checks can be signed by Barbi. Secondly, a board member should look at and initial the bank statements and credit card bill monthly. Thirdly, quarterly, there should be a random audit of disbursements. Rosemary **moved** that a board member will initial and date the bank statements and credit card bill monthly and there would be a quarterly random audit of the disbursements. Michelle **seconded Motion passed.**

**Board member applications-** One application for the vacant position on the board was received from Barb Stutz. Arley Sue **moved** and Tracy **seconded** the motion to appoint Barb Stutz to the board. **Motion passed.**

**Meeting times-** Due to Michelle's schedule, Rosemary requested the meeting time be moved to 4pm. Tracy said that wasn't good for her, but one day a month she could make it work. Rosemary **moved** that the time for the board of directors meeting to 4pm the third Tuesday of the month. Arley Sue **seconded, motion passed.**

**ICRMP Class-** Rosemary reported that will be a class at the Outlet Bay Sewer District office on August 31<sup>st</sup> at 4:00pm. She requested that people let her know if they are attending, and if needed, she would borrow chairs from the library.

**Date for volunteer luncheon-** Saturday, September 17<sup>th</sup> was chosen for the volunteer luncheon. Jody will call Ardys and Cavanaugh Bay for prices and availability and set it up.

**PERSI meeting-** Barbi had a meeting with PERSI. There is a problem with Anne's schedule, as she is suppose to be working 20 hours a week for at least 5 months out of the year. Lately she has only been scheduled for 19 and one half hours a week. This has been corrected. PERSI has asked for her time sheets for the past 3 years to see if she qualifies for the benefits. If not the money paid in will be refunded. Barbi said that no where was the word fine mentioned.

**CPA Financial Summary-** Barbi handed out a copy of the summary (see attached). Barbi noted that the books are very clean and that the suggestions are minor. The handwritten schedules are ones where Barbi rounds the dollar amount off and the accountants want it to the penny. The tracking of grant money in capital assets also needs exact amounts. The board would like the audit to be put on the agenda in a years time to talk about who will do the audit. Rosemary **moved** to pay the \$2100.00 bill to Clark, Anderson and McNelis and Co. for this audit. Michelle **seconded motion passed.**

**Training-** Jody has signed up for an ALA (American Library Assoc.) support staff certificate class. She has received a grant for half the registration fee but asks the board if they would be willing to pay for the other half (\$175.00). The class consists of 6 courses that she will take over 4 years. Each class is 6-8 weeks long. She is paying the course fees. The board will discuss this in the executive session to follow.

**Executive session-** 5:07pm Rosemary called for the executive session (statute 67165) Roll call vote to go into executive session Michelle-yes, Tracy-yes, Arley Sue- yes Rosemary-yes. The board came out of executive session at 6:34pm.

**Concerns/Comments/Kudos-** Kudos to Bob Stutz for exceptional landscaping. Michelle will send a thank you note. Discussion of a thank you gift for Marcella, Tracy will follow up.

**Adjournment:** Rosemary made a **motion** to adjourn the meeting, Arley Sue **seconded, motion passed.** Meeting was adjourned at 6:41 p.m.

**Next meeting:** September 20, 2011, 4pm.