

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

Priest Lake Public Library Meeting Room
January 18, 2011 at 3:05 PM

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

The meeting was called to order by Rosemary at 3:05PM.

Approval of Agenda: Tracy **moved** to approve agenda as written. Rosemary **Seconded. Motion passed.**

Approval of Minutes: Rosemary **moved** to approve minutes from the December 14, 2010 meeting with no corrections. Arley Sue **Seconded. Motion passed.**

Treasurer's Report:

Barbi reported the monthly numbers:

December 2010:

Panhandle Bank CD: \$ 21,390.00 This CD matures March 2011. Barbi will look into new rates before the next meeting.

Checking: \$ -340.06

CARR: \$ 5,650.86

Market plus: \$23,091.42

Petty Cash: \$695.53

There were questions about the minus in the unrestricted donation column. Barbi explained that that is a good thing as we have received more in donations than was in the original budget.

Library Director's Report: See attached for reports. December numbers were down slightly but computer usage was up. Rosemary asked about the AARP schedule for the next few months. She will put an article in the Priest River Times and Newport Miner. Jody will post the dates in the library.

Friends of the Library: Rosemary stated that the Friends are applying for grants this winter. They are trying to find volunteers to do the construction. They have talked to Bruce Yocum and he said he was willing to help but cannot do the whole project. More volunteers are needed. This is a friends project.

Correspondence: Two Thank You notes were received from Larry and Anne for Christmas gifts.

Old Business

BTOP/E-RATE: Jody and Jan Wall filed a new 470 Form requesting enough money and service to support 7 public computers and 3 staff computers. The library received a bid from Airpipe to install a designated airway to the library at a rate of 6Mbps. This should allow for no slow-downs in burst times. Tracy questioned if streaming videos would slow down the system. The BTOP grant would pay 100% of the set up (\$15,000). E-rate would pick up 80% of the monthly rate until June 2013. The library would have to continue to apply for the e-rate grant. The point of no return for a decision is mid February.

Moosebytes would receive the money from BTOP for the installation and from e-rate for the 80% of the monthly rate. Steve Maloney could be of help writing the contract with the internet provider. He puts in an opt-out clause that would protect the library if the e-rate money dried up. Jan said that the BTOP wouldn't be running until July of 2011.

The library has asked for new computers. There were questions about firewalls. Jan said you can set the fire wall to whatever setting you want and it may be turned off if needed. Jan suggested that the board proceed with the process until the contract needs to be signed.

Tracy and Jody will go to the meeting February 7, 2011, in Priest River.

The next step is to file the 471. (This is the form that decides who will get the work and what it will cost.)

Jody will file a 471 for the basic telephone service.

Tracy **moved** that we proceed with the BTOP and e-rate until it is time for a signed contract. Arley Sue **seconded. Motion passed**

CIN update: Jody said that there were no minutes yet for the December meeting and she would have a meeting on January 19, 2011, where changes to the cataloging system will be discussed.

Personnel Policy Manuel Update: Rosemary **moved** that the treasurer position require a high school diploma. Arley Sue **seconded. Motion passed**

New Business

Overdue item notices policy: (Attached copy of West Bonner policy) Jody printed out a suggestion for notification of overdue items. Rosemary **moved** that after 7 days after the item is due the patron will be called. 2 weeks after the due date, the patron will be mailed a copy of the overdue notice. 30 days after the due date the patron will be sent a certified letter with a copy of the fines and fees notice. Text will be added to the Fines and fees notice that includes that credit will be given for lost items returned and the theft statute of the Idaho law 33-2620. Tracy **seconded Motion passed**

Movie Night: 5 people showed up for movie night and had a good time.

Barbi said that Bates looked into a projection system and it would be about \$700.

Fundraising for others policy: Rosemary **moved** that a new policy be put in the manual that would prohibit groups from using library staff time to collect money for non-library organizations. Tracy **seconded Motion passed.** The bulletin board outside is available for postings.

Other: Rosemary cited 673425 and requested a executive session Roll call vote was taken.

Tracy-yea

Arley Sue- yea

Rosemary- yea

Concerns/Comments/Kudos: None

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

Next Board of Trustees meeting is February 15, 2011, at 3:00 p.m.

