

Priest Lake Public Library  
**Board of Trustees Regular Meeting**  
Priest Lake Public Library Meeting Room  
**Tuesday, Sept. 17, 2013 at 2:30 PM**

**Call to order** – Rosemary called meeting to order at 2:30 pm. Attendees were Rosemary Yocum, chairperson; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Deb Sudnickovich; and Lori MCreynolds. **Absent** were John Lowell and Kathleen Hubener.

**Approval of agenda**—Lori moved that the agenda be approved with the addition of “Board meeting attendance” and “ICRMP property schedule,” as these items arrived too late to add to the posted agenda. Deb seconded, motion passed.

**Approval of August 20, 2013 regular meeting minutes**---**Deb moved** that the meeting minutes be approved as written. **Lori seconded. Motion passed.**

**Treasurer’s Report:** Barbi reported that she is gathering all of the fiscal year-end totals. The board is keeping an eye on the budget for the remainder of the fiscal year.

1. **Monthly reports—August 2013**

Edward Jones CD; \$10,000 maturity date 1/24/14.

Checking: \$ 1,664.91

CARR: \$9,568.20

Market Plus: \$41,873.04

Petty Cash: \$906.89

2. **Approval of bills-- Rosemary moved** that the bill expenditures presented be approved. **Deb seconded and the motion passed.**

**Library Director’s report:** Beverly reported that August was again a very busy month. There were over 400 more visitor and library users in the library in August than at this time last year. Beverly reported that notary and proctoring continues to be heavily used services. The book barn is continuing to have high usage as well.

**Correspondence** –Beverly received a bill from Liberty Lake for damaged items. It will be discussed in old business.

**OLD BUSINESS**

**CIN update:** Beverly reported that the library received a bill from Liberty Lake Library for a damaged book. Beverly had contacted Bette at CIN and was advised not to pay this bill until the issue could be discussed at a CIN meeting. There was board discussion. **Rosemary moved that the bill not be paid, Deb seconded. Motion passed.**

**Grants report:** Barbi reported that she will be finishing up the Ezra Jack Keats grant and will forward the final report to Beverly who will forward it out to everyone for final review before submitting.

**Kindle and Quilt Raffle:** Melissa Stevens Quilter was on hand today to pick the winning quilt raffle ticket. The winner donated the quilt back to the library to continue raising funds for the library. It has already brought in over \$1000 in funds. Thanks you Melissa for the wonderful quilt donation! Deb Sudnikovich drew the winner for the digital device and the winner was a very excited, longtime library user.

**Volunteer luncheon:** Nickleplate Restaurant, Sunday, Oct. 6 @ 1 PM. Deb will follow-up with Lisa while Beverly is away and let the Nickelplate Restaurant know the total of attendees. The cost will be \$15/person. The board decided to get a gift certificate from Tamrak True Value for hard working volunteer Bob Stutz.

**Parking lot lighting project:** Rosemary reported that Action Electric recommends using LED lights for the yard light and book barn fixtures. They are more expensive initially, but will save 65% in energy costs and have a service life of over 100,000 hours, so will save money in maintenance and electricity in the long run. Discussion followed. **Rosemary moved that the board approve an additional increase of \$750 for the LED lights. Lori seconded. Motion passed.** Rosemary will contact Rich for scheduling the project as soon as possible.

**Painting exterior of building:** Beverly reported that the library has received a quote from Stuart Wagner for painting the exterior of the new portion of building. It is \$2490 including prep work, but does not include painting window and door trim to match the old part of the building. Rosemary has contacted Bill Weltzin of Color Country Painting in Newport, who promised to stop by the library and give a quote.

## NEW BUSINESS

### Policy manuals:

1. **Bookkeeping Policy** – Rosemary distributed copies of revised policy to everyone in attendance.
2. **Overdue Items Fines and fees policy** – p. 16—
  - a. There was discussion about turning long overdue/damaged/lost items over to collection and the process for which these steps would be done. Beverly will check with CIN policy and see if collection is done at other libraries. Rosemary and Beverly will work on draft wording to present at next month’s meeting.
3. **Personnel Policy, Salary Scale, Assistant librarians** – p. 17
  - a. The board discussed changing the starting wage of library assistants in order to attract and keep library workers. Discussion followed. **Deb moved that the starting wage for library assistant be changed to \$9-11/hr. Rosemary seconded and the motion passed.**

**Check signing and statement review** – Barbi reported that the check signing has become an issue waiting for a board member sign checks, and requested that the policy be changed to make check signing more efficient and timely. Discussion followed. **Deb moved that Beverly sign all regular O&M checks other than those payable to herself, which Barbi will sign. Lori seconded. Motion passed.** Rosemary will make the changes to the appropriate section of the Bookkeeping Policy. Barbi requested that review of bank and credit card statements, as well as approval of Library Director and Treasurer hours revert back to the board chair. Rosemary agreed to resume this task.

**ILA conference:** Beverly is scheduled to attend the Idaho Library Association annual conference Oct 2-4 in Nampa, Idaho. Beverly will book her airfare, hotel, and tuition, and will receive a check for the \$500 scholarship she was awarded at the conference. Beverly will report back to the board after she returns.

**Staff raise:** Beverly reported that Anne Weitz has requested a pay raise since she has had to fill-in at the library more this year. Discussion followed. **Deb moved that she be given a raise to \$12.50 an hour. Rosemary seconded and the motion passed.**

**Book Barn pest control:** Beverly reported that pest control is more of an issue than in past years. There was a pack rat in the book barn wreaking havoc. Rosemary brought and set her live animal trap and the pack rat was caught that night. Beverly contacted Steve Booth to assess needed repairs for keeping critters out of the book barn.

**Property Schedule from ICRMP:** Barbi passed out the property schedule of library asset values on our ICRMP policy. The board decided to decline the extra terrorism liability insurance, as terrorism insurance is already included.

**Board Attendance:** Rosemary reported that Board meeting attendance by Trustees is becoming an issue. John and Kathleen were both absent today. For the past several months, it has become a question of whether or not a quorum will be in attendance. Rosemary urged all board members to attend all meetings, and to let her know well in advance if this will not be possible.

**OTHER**

Concerns/comments/Kudos--none

**Adjournment—Deb moved that the meeting be adjourned at 5:05 pm. Rosemary seconded. Motion passed.**

**Next meeting: Tuesday, October 15, 2013 @ 2:30 PM**