

Priest Lake Public Library
Board of Trustees Regular Meeting
*****MINUTES*****
Thursday, Sept 20, 2012 at 3:00 PM
Pending Approval

Call to order—The meeting was called to order at 3:00 pm

Present: Rosemary Yocum, president; Barb Stutz; Lori McReynolds; Barbi Johnson, Treasurer; Beverly Richmond, Director; and Wes Yasny, guest.

Approval of agenda: Barb **moved** to accept the agenda as written. Lori **seconded**. **Motion passed.**

Approval of minutes: Aug 16, 2012 meeting—Rosemary **moved** that the minutes be accepted as written. Barb **seconded**. **Motion passed.**

Treasurer's Report:

1. Monthly reports—Barbi discussed that the Frontier bill was finally corrected to reflect the proper E-rate billing. She also asked that the quarterly random audit by a board member be done before the next board meeting. Barb volunteered.
2. Approval of bills-----Barb **moved** that the bill payments presented be approved. Lori **seconded**. **Motion passed.**

August 2012

Panhandle bank CD mat---4/10/13---13,000.00

Panhandle bank CD mat -2/4/13- 5,021.88

Checking: \$ \$5,344.70

CARR: \$3,690.15

Market Plus: \$36,356.90

Petty Cash: \$944.31

Library Director's report ---Beverly stated that it was another busy month here at the library. Rosemary noted the large difference on the report for internet usage numbers this year compared to last, and wondered if the stats for last year were incorrect.

Friends of Library dissolution report---Beverly read the letter from the Friends of the Library stating that they were disbanding. All the board members then signed the proof of receipt for the \$2500 restricted donation from the FOL, and this was returned to Eleanor Ellison.

Correspondence---Beverly submitted Raed Yousef's letter of resignation from the board. His resignation became effective as of September 1, 2012. She also showed the thank you cards that the library received because of the volunteer luncheon.

OLD BUSINESS

CIN update---Beverly reported that all is going well with CIN –this last meeting was extremely lengthy because of Liberty Lake joining in and having so many questions, which they brought to the CIN meeting. Beverly stated that KOHA does not work well with Internet Explorer, and that Mozilla Firefox is the preferred program to use with KOHA.

Training:

1. **Digital Literacy Training for Trustees & Directors** – Beverly reported that Rosemary, Barb and herself attended this training hosted by ICfL last week, which was very informative. The next training is scheduled for October 27th @ 10:00 am in Sandpoint. Beverly will have Sharon and Lisa attend, along with herself and Barb. The library will be closed that day.
2. Staff and director policy training – Rosemary will follow-up with Beverly to choose a date in the near future.
3. ICRMP training by Jim McNall –Beverly and Sharon will work to schedule Jim to come and do a program for staff and board.
4. Staff preparedness training ---Beverly will follow-up.

Policy review:

1. Personnel Policy, section V. Benefits – Rosemary stated that pages 8 & 9 need to be updated.
2. Weapons in the library – Rosemary **moved** to adopt a policy that no weapons be allowed in the library. Barb **seconded. Motion passed.** Beverly will send a draft policy to Rosemary.
3. Record keeping policy – Beverly noted that her office and the storage shed are overflowing with paper records, a lot of which probably do not need to be kept. She will compile of list of forms used to the next meeting, and the board decide how long to keep each.
4. Bookkeeping policy – Rosemary moved and Lori seconded that paper copies of financial records will be kept for 7 years. Motion passed. Barbi and Beverly will work on going through the records that are here and discarding older ones.

Grants

1. Report from Barbi—Barbi reported on the grants that she was pursuing.
2. Non-profit grants –Barbi also stated a concern that not having a 501 (c) 3 is problematic for grant writing, as many grants require that. She will pursue other grants until a new Friends of Library is formed, or until we find a non-profit willing to let us write grants under their umbrella.

Book Barn Discussion on hours of operation---Beverly stated that she believed that we should limit the book barn’s open hours to the weekends in the winter. She stated a concern that the amounts of donations are piling up inside and the book barn shelves need some serious attention. Beverly will work on scheduling a volunteer day to work on the books in the book barn.

Open board position—Beverly stated that now there are two open board positions so no board members can miss any meetings until the positions are filled. If you know of anyone interested, please have them contact Beverly. Rosemary stated that articles regarding the positions have run in both local newspapers several times.

Property insurance schedule – review limits---Barbi is working with the insurance company to finalize.

NEW BUSINESS

Worker's Comp claim – FYI for board--There is an ongoing Worker's Comp claim.

Director's wages—Rosemary **moved** that the Director's wages be raised by \$3/hour and that it be retroactive to September 1, 2012. Barb **seconded**. **Motion passed**.

Library open hours –Beverly recommended opening the library for one more additional hour on Saturday. This can be done without affecting the budget, by working within the budgeted limits for staff hours. Discussion followed and Saturday's hours are now 9-2, beginning Oct. 1. Sharon will update the website with the changes.

Library classes and presentations:

1. Seth Callos classes on Women & Investing, Social Security Investing—Beverly will follow-up to see if he is interested in doing a presentation again this year.
2. Cricut crafting class—Is scheduled for October 6th @10:00 am. Beverly and Barbi are working on advertising.
3. Mining in Idaho presentation—This presentation is cancelled because of a schedule conflict. Barbi and Beverly will work with Idaho Humanities to schedule someone else.

Five-year plan –This item was moved until next month.

OTHER

Trees--- Wes Yasny stated that he and Bob Stutz did a walk of the property and feel that there is approximately \$5,000 in timber that could be taken down next year and that the library would receive approximately \$1,000 from timber sales. He stated that thinning trees is good for forest health. We will look into this again when Wes returns from back east in the spring.

Concerns/comments/Kudos-----Kudos to everyone for arriving on time and working thru the agenda quickly today.

Adjournment-- Rosemary **moved** that the meeting be adjourned at 5:10 pm. Lori and Barb **seconded**. **Motion passed**.

Next meeting: **Thursday, October 18, 2012 @ 11:00 AM**