

Priest Lake Public Library
Board of Trustees Meeting
MINUTES
Priest Lake Public Library Meeting Room
June 21, 2011, at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Arley Sue Hagman; Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Anne Weitz, Assistant Librarian; Michelle Barnes; Absent: Marcella Cooper; Eleanor Ellison, President of Friends.
The meeting was called to order by Rosemary at 3:24 PM.

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

Approval of Minutes: One typo under the treasurers report was corrected and Kudos to the staff for their hard work and to Lana for her years of service. Rosemary **moved** to approve minutes, with the changes, from the May 17, 2011 meeting. Tracy **seconded. Motion passed.**

Approval of Minutes: Special meeting Rosemary **moved** to approve the minutes of the special meeting held on June 8, 2011 and Michelle **seconded. Motion passed**

Treasurer's Report:

Barbi reported the monthly numbers:

May 2011:

Panhandle Bank CD; \$18,000 Opened 2011

Checking: \$ 82.08

CARR: \$ 9293.80

Market plus: \$32,629.09

Petty Cash: \$1841.35

Barbi will add a line on the Programs-Summer Reading & Other line to track the PHP (People Helping People) Grant.

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Library Director's Report: See attached for report. May numbers were up slightly and computer usage was up. Trash cans were bought.

Friends of the Library: No report.

Correspondence: Rosemary brought a copy of the legal notice from the Priest River Times that had the day and time of the West Bonner County School surplus sale.

Old Business

BTOP/E-RATE: Jody reported that the library's status is on hold as the FCC has not released the funds for the BTOP. Air Pipe upgraded the internet service early and there may be some

issues with that but the Idaho Commission of Libraries and Air Pipe are working out the details. The ICL received a bill from Air Pipe for \$16,000.00 but the library will not have to pay this bill. The E-rate program is separate and Jan Wall will let Jody know when the e-rate goes into effect.

Computer Room/ Furniture update: The tables will arrive on Thursday or Friday the 23rd or 24th of June. The new chairs have already arrived.

CIN Update: There has been a network wide problem discharging the books. Last Monday, CIN ran a test to see if they could find a solution to this problem.

Picnic Table Update: The picnic table will arrive on Saturday June 25th. Discussion followed on whether or not to buy another table, have Jay Osborne use some of the library trees to make another table for free, or look into other options of tables. When the table arrives, the board and staff will evaluate the necessity of a second table.

Summer Lawn Care Update: There is a community service person who has been working with Bob Stutz to work on the grounds. They have planted flowers and shrubs, weeded the flower beds and have moved all the wind fallen branches.

Bob wanted to know if he could cut down some of the trees that could fall on the library building or the shed. Barbi will look into the insurance to see if a volunteer would be covered in case of an accident. Jody will look into prices of tree services to remove the trees.

Bob is also working with the lawn care person, and instructing him on how to keep the grounds looking nice. A handout was presented to show the job description of the Ground Maintenance person.

Summer Reading Update: Lisa would like some more volunteers. The bags are stuffed and all that needs to be done is name tags.

Technology Plan: Rosemary submitted a plan that was reviewed. The changes will be typed up for final review next meeting.

Grant: Anne reported that the People Helping People had awarded the library \$1200.00 to help fund children's programs. Discussion followed on what would be a good way to use the money, i.e.; using the old computer to have non-internet games available, to buy educational toys or games, and craft supplies.

Tracy volunteered to write a thank you letter from the board.

New Business

Board meeting attendance: Discussion on missing meetings and whether or not to offer Marcella an honorary board position. The discussion and any action were tabled until July.

Preliminary Budget: See attached. There was an extra \$1080.00 in the budget that was

reassigned as follows: \$440 to Programs, \$440 to computer maintenance/support and \$200 to library supplies.

Concerns/Comments/Kudos: Kudos to Anne for the work on the grant and to Michelle for coming on the board.

Adjournment: Rosemary made a **motion** to adjourn the meeting, Michelle **seconded, motion passed.** Meeting was adjourned at 5:10 p.m.

Next meeting: July 19, 2011

Priest Lake Public Library
Board of Trustees Annual Meeting
MINUTES
Priest Lake Public Library Meeting Room
June 21, 2011, at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Arley Sue Hagman; Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Anne Weitz, Assistant Librarian; Michelle Barnes; Absent: Marcella Cooper; Eleanor Ellison, President of Friends.
The meeting was called to order by Rosemary at 3:07 PM.

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

Election of Officers:

Chair: Arley **Sue moved** and Michelle **seconded** the nomination of Rosemary for a second term as chairperson. **All were in favor of the nomination.** Rosemary said she would be willing to chair for only one more year.

Vice-chair: Rosemary **moved** and Arley Sue **seconded** the nomination of Tracy to the Vice-Chair position. **All were in favor of the nomination.**

Appointments:

Historian: Arley Sue was appointed

Legislative: Michelle was appointed

Review of Manuals: The board will continue to review the by-laws, policy manual, operational manual, and the personnel manual.

Establish regular meeting times: The third Tuesday at 3:00 pm will continue as in the previous year, but will be revisited if Michelle cannot make the 3:00pm time due to her work schedule.

Rosemary **moved** to amend the by-laws to read that the board will meet 11 times a year; with the month that there is no meeting will be decided at the annual meeting. Michelle **seconded**.
Motion passed. This year, there will be no December meeting.

Annual Report: See Attached

Adjournment: Rosemary **moved** to adjourn and Arley Sue **seconded**, **motion passed** at 3:24pm