

Priest Lake Public Library
Board of Trustees Meeting
MINUTES
Priest Lake Public Library Meeting Room
September 20, 2011, at 4:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Arley Sue Hagman; Michelle Barnes; Barb Stutz; Barbi Johnson, Treasurer; Jody Pettit, Secretary and Library Director; Anne Weitz, Assistant Librarian. The meeting was called to order by Rosemary at 4 PM.

Approval of Agenda: Arley Sue **moved** to approve agenda adding mileage rate reimbursement, as this was new information since the agenda was printed. Tracy **seconded. Motion passed.**

Swearing in of new board member- Rosemary administered the oath of office to Barb Stutz. Welcome to the board Barb.

Approval of Minutes (regular meeting): Rosemary **moved** to approve the minutes, with the correction under training to strike the phrase “in executive session” and put in “later”, Michelle **seconded. Motion passed.**

Approval of Minutes special meeting August 25, 2011 Tracy **moved to** approve the minutes and Barb **seconded. Motion passed.**

Treasurer’s Report:

Barbi reported that the CARR account had another quiet month. OCLC dues were due this month

September 2011:

Panhandle Bank CD; \$18,000 Opened 2011

Checking: \$ 3,568.26

CARR: \$ 6,748.30

Market plus: \$33,608.30

Petty Cash: \$411.18

Library Director’s Report: See attached for report. August numbers were down slightly and so was the computer usage. Nancy Andrew, the library courier is leaving the area and has submitted her 2 week notice. Jody will advertise the position in the newspaper and at the library, and will contact people who already have applications on file to see if they are interested.

Michelle said that she goes to town every day and could do the job, but it might not work with library’s schedule. She can do it if there is a problem finding a replacement in a timely fashion.

Jody will interview candidates, and pass on her recommendations to the board. Rosemary **moved** to give Jody the go ahead to hire someone. Tracy **seconded, motion passed.**

Jody also informed the board that the administration printer is failing. She has Bates looking into a replacement. Michelle **moved** that Jody be authorized to purchase a new printer, not to exceed \$450.00. Tracy **seconded, motion passed.** Jody had some changes on the director’s report. She will try to get better data from the CIN access reporter.

There have been complaints about the wireless router that was installed with the BTOP program. Bates has been working with BTOP to see if this can be fixed. Jody assured the board that BTOP will pay for the upgrade.

Friends of the Library: The Friends met on September 13, 2011. Rosemary, Jody and Lana Feldman attended. All of the FOL board members want to leave the board. They feel that they don't have a purpose. Rosemary and Lana asked some people if they would be interested in being on the FOL board as it is important to the library to have a non-profit association for grant purposes. Everyone was encouraged to ask for volunteers. Jody and Lana will meet and put together ideas and names of interested people.

Correspondence: One Thank you note from Kris Smith. Rosemary had information on an ICRMP class that will be in Moscow, Oct. 21 for a fee of \$35.00, if anyone is interested.

Old Business

BTOP/E-RATE: There is still some confusion on the Moosebyte bill and BTOP. Jody has Gens with BTOP talking to the Moosebytes people directly so this can be worked out.

Jody has filed the 470 form (for telephone) with the e-rate people for next year. Barbi reported that Bates had received a check from BTOP for technical services, which she had him sign over to the library, as he had already been paid for the service rendered. The check was for \$800.00 and his bill was \$1100.00, so the library's portion was about \$300.00.

CIN Update: Minutes of the September CIN meeting were distributed and there new group rules will be in effect in Oct. 2011.

Jody and Anne attended the Overdrive training. Overdrive is free access to e-books and audio books.

The board discussed what the definition of non-resident library card holders will be. Rosemary thinks there should be a written policy. Jody will ask West Bonner what they use and will report back to the board.

Bookkeeping Internal Controls: Rosemary stated that according to the ICRMP class she took recently, taught by Jim McNall, and by Williams &Parsons CPA firm, that the library should implement additional internal bookkeeping controls. The board discussed the following:

1. All checks should be signed by a board member- Rosemary **moved** and Arley Sue **seconded** the motion to add Tracy on the library bank account, (in addition to Rosemary and Barbi) **Motion passed.** Rosemary **moved** that the bookkeeper will no longer sign the checks for the library and that a board member, with signing privileges, will sign all checks Barb **seconded, motion passed.** Barbi will call Camille at PSB to have a card ready for Tracy, Barbi and Rosemary to all sign.
2. Board must approve all expenditures- The board discussed that all expenditures should be approved by the board, not just the large CARR expenditures. This could be done by listing all expenditures to a "consent agenda" which the board would receive at the regularly scheduled meeting, and then approve it at the meeting.
3. Set spending caps for purchases- this is already being done for any out of the ordinary budget items. Jody will talk to the staff and come up with a dollar amount.

4. Pre-approval of regular bills i.e., utilities. The board discussed pre-approval of regular, reoccurring bills so as to not incur late fees.
5. Written Policy- Rosemary submitted a draft of policies for the board to review. The board will revisit this at the next meeting with any suggestions or corrections.

Barbi will continue to write checks, and Tracy will sign them. Barbi will have the invoices, checks and envelopes together for the signing board member to review.

New Business

Employee files- two new file cabinets were purchased to hold the payroll and personnel files. Jody and Rosemary have keys to both and Barbi has a key to the payroll cabinet. The library has no medical files, so at this time no additional locking cabinet is needed.

PERSI audit findings- The audit found that Anne was not eligible for the retirement plan between August 2008 and May 2011. PERSI will credit that amount put in by Anne and the library's contribution for her to the library account. Barbi will issue a refund check to Anne for her employee contribution portion. Anne asked if the money owed to her could be rolled into an IRA. Barbi will ask PERSI.

Board Attorney- Rosemary submitted a letter of introduction and qualifications from Peter Jones an attorney in Priest River. Jim McNall of ICMRP recommended all public boards have an attorney, which the library has not had since Nick Lamanna retired. Rosemary will call and ask if there is a fee if there are no legal issues for him to do at the present time. Discussion to use him as the attorney of record will be made at the October meeting.

Book Club request and noise issue- Rosemary was asked why the Book Club needs to keep their voices down during their monthly meetings. The club meets at 9:30 and finishes between 11:00-12:00. The library opens at 11:00. The board feels that the Book Club should be considerate of the other patrons during the open hours and that all patrons and groups need to observe the same rules.

Policies- Rules of Conduct- Rosemary submitted a list of rules from the Spokane Public Library. The board, Jody and staff will read them and see which rules should be put into the library's policy manual. Discussion will be next meeting.

Meeting days- Due to Barb's schedule, Rosemary requested the meeting day be moved the third Thursday of the month at 4pm. Michelle so **moved** and Arley Sue **seconded, motion passed.** Jody will post a legal in the Priest River Times regarding the change.

Mileage Rate Reimbursement- The federal mileage rate is sometimes adjusted in the middle of the year by the IRS. Barbi reported that she uses the rate as of the beginning of the year throughout the entire year for staff and board mileage reimbursements. Discussion followed as to whether we should continue this practice or go with the federal rate at all times if the rate should be changed in the middle of the year. The rate cannot exceed the federal reimbursement rate or it is considered income. Tracy **moved** that the library keep the rate the same all year. Barb **seconded. Motion passed** with one no vote.

Executive session- 5:46pm Rosemary moved for the executive session to discuss personnel issues (statute 67-2345)(1)(b) Roll call vote to go into executive session Michelle-yes, Tracy-yes, Barb-yes, Arley Sue- yes Rosemary-yes.

The board came out of executive session at 6:55pm.

Concerns/Comments/Kudos None

Adjournment: Rosemary made a **motion** to adjourn the meeting, Arley Sue **seconded, motion passed.** Meeting was adjourned at 6:56 p.m.

Next meeting: October 20, 2011, 4pm.