

Priest Lake Public Library
Board of Trustees Meeting
MINUTES
Priest Lake Public Library Meeting Room
May 17, 2011, at 3:00 PM

Present: Rosemary Yocum, Chair; Tracy Olmo, Vice Chair; Lana Feldman; 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 3:04PM.

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

Approval of Minutes: Tracy **moved** to approve minutes from the April 19, 2011 meeting. Arley Sue **seconded. Motion passed.**

Approval of Minutes (Budget): Tracy **moved** to approve minutes from the April 19, 2011 meeting. Arley Sue **seconded. Motion passed.**

Treasurer's Report:

Barbi reported the monthly numbers:

April 2011:

Panhandle Bank CD; 18,000 Opened 2011

Checking: \$ 1,746.69

CARR: \$ 9,293.01

Market plus: \$36,545.85

Petty Cash: \$355.65

Barbie talked to the CPA and asked where she was with the restricted audit and was told that she would get back to her in two weeks, which was two weeks ago. Barbi asked for a letter explaining what she did, and any suggestions she would make to the Board.

Barbi looked into buying the propane tank. See item on agenda.

Arley Sue **moved** to have Lana removed from the signature card at Panhandle State Bank and put Rosemary on the card. Lana **seconded motion passed**

Barbi redid the signature the bank card to remove Lana from the card and put Rosemary on the card.

Library Director's Report: See attached for reports. April numbers were up considerably and computer usage was up.

Friends of the Library: No report

Correspondence: Chris Martinson sent a \$125.00 check to the general fund as a thank you to the library for the help he received producing a DVD for a memorial service. Also he said that we may receive more in memorials in memory of his mother. We received another \$35.00 check. Jody will write Thank-you letters.

Old Business

BTOP/E-RATE: Jody reported that the library's status has been changed from "needs more information" to "under review". Jody has cc ed all e-mails to Jan Wall. The library can expect the new computers as soon and June 1. The BTOP program will pay up to \$250.00 for tech support to install the new computers. There will be 7 new public access computers.

Propane Tank: Barbi looked into buying the propane tank instead of renting the tank. The rental rate is \$53.00/year. To purchase the tank would cost \$844 and have an installation fee of - \$350.

The breakeven point would be 23 years. Discussion followed and everyone thought that the rental rate was fine for now. No motion was made.

Computer Station Plan: Anne presented a plan for placement of the computers into the video room. Lana **moved** that plan for the Video Room be adopted, placing the computers in the old log section of the library and moving the videos into the existing computer room. Arley Sue **seconded, motion passed.**

Technology Plan: Tabled until next meeting. Arley Sue asked if there could be something added that would include the internet connection.

Summer Reading Update: Lisa has a great plan and has the crafts and activities organized. Jody and Lisa will be at the school this evening to present the program to the parents.

VHS and Audiocassette replacement: Anne is putting together a list of audiocassettes and VHS videos that are in need of replacing to update the collection. New audio CDs will be purchased and whenever possible, used DVDs will be bought. The cost will not exceed \$500.00

New Business

Summer Lawn Care: Bob Stutz asked how much was left in the landscaping budget, and was told that there was \$1400.00 left. After Memorial Day, a community service person may be available to help with the weeding and cleaning of the grounds. Bob said that he would be willing to work with the community service person and oversee the care of the grounds. He also asked if the library would be open to hiring a high-school student to do the mowing. Bob would be willing to instruct the mower on how he'd like it done. Rosemary **moved** that lawn care hourly rate be \$10.00-\$12.00/hr. Tracy **seconded, motion passed.**

Picnic Tables, Outdoor Trash Cans: Jay Osborne offered to make a picnic table for free, if he could use the trees on the library property. He sells his tables for \$300.00. The board would like to see a picture of his finished product. Lana moved that we purchase a table from Jay and also and nice looking outdoor trash can. Rosemary **seconded, motion passed.**

Staff Training/Task Manual: Jody has put together a manual for the day to day tasks for the librarians.

Other Anne has submitted a grant application to the People Helping People requesting \$2400.00 for the children's programs.

Concerns/Comments/Kudos: To the staff

Adjournment: Rosemary made a **motion** to adjourn the meeting, Arley Sue **seconded, motion passed.** Meeting was adjourned at 4:59 p.m.

Next meeting: June 21, 2011