

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Thursday May 10, 2018@3:00 PM
meeting minutes

Call to order—Deb called the meeting to order at 3:05 pm. Present were: Deb Sudnikovich, board chair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Rosemary Yocum, Cathe Rosenbeg and guest Emily Sitz from the Idaho Commission for Libraries. Absent were Lori McReynolds and Nancy Bushman.

Approval of agenda—Rosemary moved that the agenda be approved. Deb seconded. Motion passed.

Approval of April 12, 2018 meeting minutes—Cathe moved that the April 12,2018 meeting minutes be approved. Rosemary seconded. Motion passed.

Treasurers Report—March and April 2018

1. Monthly Statements—**March 2018**

Checking: \$ 8,068.69
CARR: \$ 217.59
Petty Cash: \$ 452.90
Columbia Market: \$ 114,009.28

April 2018

Checking: \$5,929.69
CARR: \$ 217.59
Petty Cash: \$274.55
Columbia Market: 105,954.52

2. Approval of Bills—Rosemary moved to accept the March 2018 monthly expenditures. Deb seconded. Motion passed. Deb moved to accept the April 2018 monthly expenditures. Cathe seconded. Motion passed.

Barbi stated that Rosemary had completed a random financial audit prior to the meeting. Rosemary stated that the subcontractors need to be invoicing their services and not submitting a time sheet. Beverly will follow up on this.

Library Director's report—Beverly reported that April was a very steady month. In April the library hosted more programs and more training than in past months. Things are really beginning to pick-up.

Library Chair report—Deb reported that Brian Runberg will be at the lake for Memorial Day weekend. He is planning to take a look at the library then for the libraries future expansion needs.

Historian report—Nothing new to report

Legislature report---Nothing new to report

Correspondence

Articles and other news—Nothing new to report

OLD BUSINESS

CIN update—Beverly reported that Clarkia is being added to CIN and this will result in CIN costs being reduced.

Mug Updates—Deb stated that the mugs were here. There was discussion. It was decided that the mugs would cost \$10.00 each.

Policy Review --Addendums IV and VI--Director evaluation and Treasurer evaluation forms --there was discussion about both the Directors and Treasurer format. Rosemary moved the Directors and Treasurers evaluation forms be approved with the additions to both. Deb seconded. Motion passed. Beverly will make the additions and email the forms to all board members.

Patron Cards and 3-D printer—Beverly discussed with the board the patron card guidelines that CIN stated the library should implement. There was discussion about both the patron cards and the 3-D printer policy. Beverly will make the needed changes and email the new policies to the board members.

Wi-Fi upgrades—Beverly stated that the wi-fi updates are progressing as planned.

3-D printer training for staff—Beverly stated that the library hosted two very successful 3-D training days for youth and staff.

NEW BUSINESS

Grants Report—Barbi stated that the library had received the Pilcrow grant in the amount of \$1200.00 in childrens books. Barbi stated that the Idaho Stem Action grant has been organized. Barbi also discussed the ALA –turning outward grant, she will follow up on this.

Budget timeline—Barbi stated that the first round of budget meeting will need to be held before the next library meeting. Barbi will work with Beverly on this.

Legislative Challenge—Rosemary stated that she had sent out legislative challenges and she would like to organize the next steps of the trustee challenge to get legislators and representative into the library.

Emily Sitz--ICfL-- -Emily provided the board members with information on “ What Does Board Service Entail, Board Chair Bootcamp and new Agenda guidelines per Idaho Code”.

Book Club- Beverly and Rosemary discussed the new book club that will be meeting at the library beginning June 13, 2018 at 1:00 pm.

Website—Beverly stated that the website is now “live” and showed the board all the changes. Beverly stated that the additional cost would be \$79.00 for the calendar upgrade. Rosemary moved that the library cover the cost of the calendar upgrade to the website in the amount of \$79.00. Cathe seconded. Motion passed.

Personnel--executive session per Idaho Code 74-206(1)(b)—Rosemary made a motion to go into Executive session per Idaho Code 74-206 (1) (b) for the purpose of personnel discussion. Roll call was called and Rosemary voted yes, Cathe- voted yes and Deb –voted yes. The board went into executive session at 5:15 pm. The board came out of executive session at 6:00 pm.

Computers—The board reminded Beverly that Bates can purchase 3 computers.

Kudos/ Comments/ Concerns--None

Adjourn:--The meeting adjourned at 6:00 pm

Next Meeting: June 14, 2018@3:00 pm