

Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, January 8, 2019@3:00 PM
Preliminary meeting minutes

Call to order: Nancy called the meeting to order at 3:03 pm. Present were Nancy Bushman, ViceChair; Beverly Richmond, Library Director; Barbi Johnson, Treasurer; Lori McReynolds, Cathe Rosenberg and quest Laurel Smith. Absent was Deb Sudnikovich.

Approval of agenda: Lori moved that the agenda be approved. Cathe seconded. Motion passed.

Approval of meeting minutes November 13, 2018: Lori moved that the November 13, 2018 meeting minutes be approved with corrections. Cathe seconded. Motion passed.

Updates from Brian Ailor: Brian passed out preliminary building diagrams for building expansion to the board members. There was discussion about the process and what the options included. Brian will bring additional possibilities for the expansion to the meeting next month.

Official Oath of Office: Nancy Bushman did the official oath swearing in to office to Laurel Smith for the vacant trustee position.

***** Treasurers Report--**Barbi reported that Lori was in the process of doing the random financial quarterly audit. Lori reported that everything looked great.

1. Monthly Statements	November 2018	December 2018
2. Checking:	\$ 9,500.86	10,563.73
3. Carr:	\$ 993.73	993.74
4. Petty Cash:	\$ 320.00	1,145.70
5. Columbia Market	\$ 63,426.56	50,922.36

6. Approval of Bills: Lori moved that November expenditures be approved. Nancy seconded. Motion passed. Lori then moved that the December monthly expenditures be approved. Laurel seconded. Motion passed.

Library Director's report--Beverly reported that November and December were very busy months at the library. Both months had over 300 additional people walk through the library than at this time last year. December saw the completion of the wi-fi upgrade and everything has been submitted to ICfL for payment.

Library Chair report--Nothing to report

Historian report--Nothing to report

Legislature report-- Beverly reported that the legislative session has begun.

Correspondence

Articles and other news--Nothing new

OLD BUSINESS

CIN update--Beverly reported that CIN is looking

Policy Review --

A.. Job Classification addendums for library treasurer--Barbi suggested that we change the policy regarding payroll and suggested that it be bi-weekly at least 4 work days following the end of the pay period. It was decided that since Barbi had resigned her position that this would be addressed with the new hire. Barbi officially gave her two weeks' notice and it was accepted by the board. A special meeting was scheduled to discuss Barbi's replacement and employee concerns for January 15, 2019 @3:00 pm

B. Assistant Library Director job description--Beverly stated that this item would be addressed in next week's special meeting.

Grants Report--Barbi stated that the ICfL broadband toolkit grant money had been received. The only remaining open grant was a final report to ICfL due in April for Lisa to attend the annual ICfL conference.

NEW BUSINESS

Building Committee--Brian will have additional information at next month's meeting regarding the building expansion.

Funding Committee--This item was moved to next month's meeting.

Overdue policy change--Beverly passed out the new overdue policy to all the board members. Lori moved that the new overdue policy be approved. Cathe seconded. Motion passed.

***** Denotes action items**

Kudos/ Comments/ Concerns

Adjourn: Meeting was adjourned at 5:30 pm

Next Meeting: January 15, 2019 @3:00 pm