

**Priest Lake Public Library District  
Board of Trustees Regular Meeting  
Priest Lake Public Library Meeting Room  
Tuesday, October 8, 2019 @ 3:00 pm  
Meeting Minutes**

**Call to Order:** The meeting was called to order at 3:00 pm. Present were Deb Sudnikovich, Chair Person; Jaime Yob, Assistant Library Director; Laurel Smith; Lori McReynolds; Nancy Bushman; Rebecca Phillips.

**Audience Admonishment and Board Statement:** Deb read an Audience Admonishment as well as a Board Statement regarding personnel issues.

**Approval of Agenda:** Deb moved that the agenda be approved. Nancy seconded. Motion passed.

**Approval of September 23, 2019 Special Meeting Minutes:** Nancy moved that the meeting minutes of September 23, 2019 be approved with changes. Deb seconded. Motion passed. Changes were made and the updated meeting notes will be passed out to all board members at the November 12, 2019 monthly board meeting.

**\*\*Treasurer's Report:** Rebecca handed out the Operating Budget Report for October 2018-September 2019. The fundraising income amounts were different on two reports, Rebecca will find out why and will discuss further at the November board meeting. Lori will come in November 12th and complete a Quarterly Financial Audit before next month's meeting.

The ICRMP 2019-20 policy was updated. Rebecca will locate last year's policy and make a comparison to share with the board at next meeting.

We are signed up for an Amazon Business account under a promotional price for a year starting in September 2019.

Priest Lake Chamber sent us information about their membership.

There was discussion about the prior internet grant. Jaime noted the internet has been slower than normal. Deb and Rebecca are going to get details of our internet grant and report more at our next meeting.

The library staff has requested access to direct deposit for their paychecks, so Rebecca will set up direct deposit.

Year end reporting will be updated at the next meeting.

Lori both moved that the monthly expenditures be approved. Nancy seconded. Motion passed.

**Library Director's Report – presented by Assistant Library Director, Jaime Yob:** Jaime went over September 2019 Director's Monthly Report. She reported that September was a steady month. More and more patrons are leaving for the winter and coming in to make sure their checkouts are all in before they leave town.

We continue to have preschool story time program along with Lego day which children in the community love. In late October we will start a Fall/Winter reading program.

There are lot of people that don't sign out after using a computer, or don't sign in at all, or they use the internet in their cars in the parking lot. The staff is working on getting better at making sure patrons sign in to use the internet and sign out afterwards. A discussion was had regarding password protecting the internet connection in order to better track internet usage. Jaime will look into this further and report findings at the next board meeting.

**Library Chair Report:** Deb reported nothing new to report.

**Legislature Report:** Laurel reported nothing new to report

**Executive Session –Code 74-206(1)(b) :** A roll call vote was done to go into executive session to discuss personnel, Rebecca Phillips probational review. Deb Sudnikovich voted yes, Lori McReynolds voted yes, Laurel Smith voted yes and Nancy voted yes. Deb moved that the library go into executive session –Code 74-206(1)(b). Nancy seconded. Motion passed. Board went into executive session at 3:44pm and everyone left the room, but for board members and Rebecca. Rebecca came out of executive session at 3:51pm. The board came out of executive session at 4:00pm. Laurel made a motion to increase the treasurer salary by \$2/hour, Nancy seconded. Motion passed.

### **Old Business**

**CIN Report:** Jaime summarized the last CIN meeting. CIN is looking into removing fees charged from accounts but will need \$5,500 donated to make the changes. To date they have only received \$200 donated. CIN is also looking into an auto update enhancement on linked patrons. This charge would cost \$6,000 and to date no libraries have donated. They will revisit when they discuss the yearly budget. At this time we will not be donating to either.

**\*\*Update Hours of Operation for Winter:** We discussed new winter hours and a suggestion was made of 10am-4pm Mon,Tues,Wed,Fri, 10am-6pm Thursday and 10am-3pm on Saturdays and closed on Sundays. If we stay open later one day of the week it will allow the families that work until 5pm to use the library after work. Laurel motioned to change the hours as stated. Nancy seconded. Motion passed. New winter hours will go into effect on Monday, October 14, 2019. After a couple months, we will reassess.

**\*\*Policy update on payroll dates:** New payroll is on the 5<sup>th</sup> and the 20<sup>th</sup> of the month as determined during the summer. Laurel will update the payroll policy on page 11 for our library policy manual and bring to November board meeting for review. No further action needed.

**\*\*Update from Employment Committee on Library Director Position:** The Library Director position has been published in The Beacon, The Miner, The Bee, on our Facebook page, on our website and it's been posted on our bulletin board. Discussion was had on possibly posting on a PacNW Library Association Page and also posting on Craigslist. Depending on the response in the next couple weeks, we might also publish in the Spokesman Review. Application not needed for this position, just a resume. All resumes will be forwarded to all board members for review when received by library staff. So far two resumes have been received. No further action needed.

## **New Business**

**\*\*Formation of Ad Hoc Committee to Obtain General Legal Counsel:** Board wants to conduct an initial consultation/interview with attorneys in order to fill the general legal counsel position. Laurel motioned to create a committee and volunteered to be on the committee, Deb also volunteered to be on the committee. Deb made a motion to create the Ad Hoc Committee. Nancy seconded. Motion passed.

**Review of Trustee Appointment to fill Board Vacancy:** Two letters have been received. The board will vote to fill the vacancy at the November meeting.

**Building Committee:** No meeting in the last month. Response was sent to Martin E. Taylor regarding what kind of roof we will have (metal). Nothing new to report.

**Fundraising Committee:** No meeting in the last month. Nothing new to report. We discussed a possible GoFundme in the future. Discussion was had regarding holiday fundraising efforts. Last year the Christmas letter was not lucrative. The issue was tabled, for further discussion, to the November meeting.

**Other:** Deb and Rebecca mentioned they do not have keys to the building or a code for the alarm. Staff will work on getting both for them.

**Adjourn:** Meeting was adjourned at 4:39 pm.

**Next Meeting: November 12, 2019**

\*\*Denotes action items