

**Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, January 14, 2020 @ 3:00 P.M.
Board Meeting Notes**

Call to Order: Deb called the meeting to order at 3:02 P.M. Present were Deb Sudnikovich, Chair Person; Jaime Yob, Interim Library Director; Laurel Smith; Lori McReynolds, Jessica Rogers, Nancy Bushman; Rebecca Phillips, Treasurer.

Approval of Agenda: Nancy made a motion to approve the agenda. Jessica seconded. Motion approved.

****Cure open meeting violation from November 12, 2019 board meeting:**

Deb read the following:

Open Meeting Violation Cure

“The board recognizes an open meeting violation on December 20, 2019 that took place at the November 12, 2019 board meeting. The board improperly entered into Executive Session 74-206(1)(f) and (i) without a representative of the public agency's currently appointed attorney risk manager or insurance provider present. The board should have amended the agenda at the beginning of the meeting and then entered into Executive Session 74-206(1)(b). The board hereby declares that all actions taken or resulting from the meeting act are void. The board did not make any decisions or actions resulting from that executive session.”

Nancy made a motion to approve the cure for the November 12, 2019 board meeting and update the minutes to reflect the error. Lori seconded. A roll call vote was done. Laurel voted yes, Lori voted yes, Nancy voted yes, Jessica voted yes and Deb voted yes. Motion passed. The minutes have been updated to reflect the error.

****Approval of Special Meeting Minutes December 19, 2019:** Laurel made a motion to approve the prior meeting minutes with a couple grammatical corrections. Lori seconded. All in favor. Motion approved.

**** Treasurer's Report**

1. Monthly Statements:

- Rebecca reviewed the monthly statements and profit & loss report with everyone for November and parts of December. December is not complete so she will report the completed December reports at the February meeting.
- Northern lights sent the library a refund check for capital dollars. The refund check can be donated or deposited. All in favor of it being deposited.
- James A. Sewell & Associates will arrange a time to meet with the board in the future once there is progress to discuss. The Conditional Use Permit public hearing notice was received and is planned for a next month hearing on February 6, 2020.
- The Spokesman Review is raising their rates 100%, total amount is pending. This paper is used often by patrons. Everyone agreed to renew the subscription. Rebecca will see if there are any nonprofit discounts.
- The library is not going to renew the Costco card. Once a director is assigned, having a Costco business account and getting a percentage of the spending back will be looked into further.
- There will be no increase in SIF Workers Comp Coverage this year.
- Local Pages would like to know if the library would like to renew their ad in the phone book for \$364. The current Local Pages ad was passed around and reviewed. Nancy made a motion to not renew the ad for the next published phone book. Laurel seconded. All in favor. Motion approved.
- Discussion about the Chamber of Commerce and if the membership should be renewed. No final decision was made.

2. Approval of Bills: Rebecca reviewed the monthly bills for all of November and parts of December. Lori made a motion to approve treasurer's report and bills through November and parts of December. Jessica seconded. All in favor. Motion approved.

Library Director's Report: Everyone reviewed the November and December director report. Jaime gave a report on the library having a good November and a good December. November & December visitors were up from last year. All the programs were well attended. In November the library had an increase in program attendance from the prior year and in December the program attendance more than doubled from the prior year. Everyone reviewed the annual statistics highlights for Oct 2018-Sept 2019. Jaime briefly reviewed the 2019 Idaho Public Library Survey that was completed. There was a decrease in adult program attendance compared to prior year surveys. Goals for 2020: have more adult and teen programs and find ways to reach the teens in the Priest Lake community. The library will now start monitoring their lili.org website analytics per new yearly statistic report requirements. A patron from the community asked the library if they would be interested in a reader board donation. The library would.

Library Chair Report: Deb has completed a response to a patron regarding how funds were allocated. The response explains everything was designated appropriately. Deb will mail the letter.

Historian Report: Nancy had nothing new to report.

Policy Review: The library policy needs to be updated in a couple sections. Jessica was asked to start a monthly policy review starting at the beginning of the policy. She will let the board know of any suggested changes at future meetings.

Legislature Report: Laurel had nothing new to report.

Old Business

CIN Report: Jaime summarized the last CIN meeting. Aspen Discovery prices were reviewed. CIN has made a decision to further discuss adding Aspen Discovery when they discuss the upcoming year budget. Koha 19.05 upgrade in December went smooth.

Employment Committee: Deb is working on the director interview questions and once they are narrowed to the final questions, Laurel will review. A suggestion was made to have a subject expert sit in on the interviews to help with scoring the candidates.

New Business

Building Committee: Nancy and Deb have nothing new to report.

Fundraising Committee: Nothing new to report. A suggestion was made to look into nonprofit online ways to have fundraisers. Smile.Amazon.com and GoFundMe are two to consider.

Kudos/Patron Comments/Concerns: Patrons were invited to make comments/concerns/questions. The following patrons had questions and/or made comments: Steve Booth, Barb Stutz, Peggy Wood, John Lowell. There were questions regarding end of the fiscal year statistics. How the statistics were calculated was explained. Jaime was not sure how program statistics were calculated in the past and explained that program attendance has gone down greatly from prior year statistics. Steve said he would talk to the prior director about how the program statistics were calculated in the past for programs and get back to the library. Other questions that were asked included : What was the head count for the last presentation? Is the library pulling out of CIN? How much will the new director get paid? When are interviews? How many applicants applied for the director position? When will AARP be starting their 2019 tax help? Will the board be hiring the most qualified candidate or the best candidate? Will there be a background check and finger prints completed? Why can the public speak now and could not in the past?

Adjourn: At 5:06 P.M. Nancy made a motion to end the meeting. Laurel seconded. Meeting adjourned.

Next Meeting: February 11, 2020 3 P.M.

****Denotes action items**