

**Priest Lake Public Library District
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, November 12, 2019 @ 3:00 pm
Meeting Minutes**

Call to Order: Deb called the meeting to order at 3:01 pm. Present were Deb Sudnikovich, Chair Person; Jaime Yob, Assistant Library Director; Laurel Smith; Lori McReynolds; Nancy Bushman joined by speaker phone; Rebecca Phillips, Treasurer.

Approval of Agenda: Laurel made a motion to approve the agenda. Nancy seconded. Motion passed.

Approval of October 8, 2019 Meeting Minutes: Nancy moved that the meeting minutes be approved without changes. Lori seconded. Motion passed.

****Treasurer's Report:**

- Rebecca handed out and reviewed with everyone the following documents: Updated Operating Budget Report for October 2018-September 2019, Transaction detail list for September, updated Building Expansion Report, September Operating Budget and Balance Sheet, last year Fiscal Year Budget, October Operating Report, Profit and Loss for yearend October-September 2019 and the ICRMP 2020 Policy changes,.
- Priest Lake Chamber- Free flyer - confirmed the library is included in the current flyer.
- Internet Update: The previous director did not apply for the full internet grant for the 2019-2020 fiscal year. Rather than applying for the full grant available, she only applied for 20% (Applying for the full grant, they would cover 80% of the fees, and the library would be responsible for 20%). Due to the fact that the full grant was not appropriately applied for, only the 20% that was applied for was approved. The former director did attempt to appeal twice, but was ultimately denied both times. Therefore, the internet provider stated that we could continue to receive the full internet service, but would be required to pay the difference or they would have to lower the internet service to match the dollar amount covered. The grant cannot be applied for again until the end of the current fiscal year in preparations for the following fiscal year. Per the request of the previous director to pay them in the next fiscal year, Air-Pipe was paid on 10/7/19 in the amount of \$2,634.96 which is the 20% amount for which the library is responsible. On last year's budget for internet there was an overage amount of \$3,500. Rebecca will find out why and report at the next board meeting.
- Direct Deposit Update: The bank doesn't have Rebecca Phillips as a signer on the account, the bank lost the paperwork from the spring. She needs to go down and re-apply to be a signer on the account. At the same time, she will bring the paperwork signed by the board stating the prior director, Beverly, needs to be removed from all accounts.
- James A. Sewell & Associates has expenses that the building expansion fund can't cover yet. He has been submitting bills monthly and has been paid in full with funds budgeted for professional services. Once there is enough in the building expansion fund, the funds need to be transferred to the correct area.

- The quilt raffle winner for the building expansion fundraiser will be drawn before Thanksgiving.
- The monies donated toward the children's programs in 2019, totaling \$500, were all applied toward children's programs expenditures. The restricted donations report had not been updated to reflect the remaining amount of \$187 applied toward the summer reading program in July. Rebecca will update the restricted donations report to reflect that all the donations made by the Tapping Grannies were indeed used and applied as intended.
- Rebecca will be contacting Alliant to see if there was an increase on our property schedule and she will report findings at our next meeting.
- Declaration from ICRMP for new policy period has been received, the changes were highlighted. All the increases from the prior year coverage was marked and the comparison written next to it. The amounts didn't go up much from the prior policy year. All the changes were made by ICRMP and in some areas there is less coverage.
- Lori came in November 12, 2019 and completed a Quarterly Financial Audit.
- Using a purchase order when ordering might be a good thing to implement for better accountability. Everyone agreed. Jaime will look into creating one to use. Lori motioned to approve treasurer's report. Laurel seconded. All in favor. Motion approved.

Library Director's Report – presented by Assistant Library Director, Jaime Yob:

- Jaime went over October Director Monthly Report. There are a couple areas in the report that are pending final numbers. The updated October Director report will be emailed to the board and a copy handed out at the next board meeting.
- The library was very well used this last month and an increase from last year was seen. Patrons continue to drop off many donations as cabins are being cleaned for the winter.
- There was a good turnout for all our scheduled programs this last month and there has been a great deal of positive feedback being given about the library.
- The Wi-Fi usage continues to increase. The sign-in form is still not showing the correct internet users per day. For example, November 8, 2019 sign in form showed 5 people using the internet all day. The internet usage report ran showed 50 different hook ups for that day. It's possible there were more and our reports cap out at 50 for the day. Our computer technician is currently working on the reports to try and find us a report we can run either daily, weekly or monthly to get a better head count on how many are using the internet and how much is downloaded/uploaded. This is a slow process because the report has to be built and then it has to run for the time period selected before we can review and adjust the report and figure out where the max is. Our computer technician will continue to work on this and a report on the status will be given at the next meeting in January. Putting a password on the internet is possible but would be hard and time consuming to monitor on a day to day basis.
- Magazines are now cataloged so in the future we can see the usage of each magazine to help make a decision on what should be renewed and what shouldn't.

Library Chair Report: Deb talked to prosecuting attorney, Bill Wilson, about personal allegations against her for violating open meeting laws. He reviewed everything and determined the allegations were unfounded and the charges are not being pursued.

Historian Report: Nancy had nothing new to report.

Legislature Report: Laurel had nothing new to report.

Executive Session –Code 74-206(1)(a) : Laurel moved that the library go into executive session –Code 74-206(1)(a). Lori seconded. A roll call vote was done to go into executive session to discuss applicants for positions of Library Director and Board Trustee. Laurel voted yes, Lori voted yes, Nancy voted yes and Deb voted yes. Motion passed. The board went into executive session at 3:57 pm and everyone but the board members left the room. The board came out of executive session at 4:34 pm.

Executive Session –Code 74-206(1)(f) and (i) : The board requested a representative from ICRMP attend today's board meeting. No representative was able to attend. Laurel moved that the library go into executive session –Code 74-206(1)(f) and (i) to discuss pending litigation. Lori seconded. A roll call vote was done to go into executive session. Laurel voted yes, Lori voted yes, Nancy voted yes and Deb voted yes. Motion passed. Board went into executive session at 4:36pm and everyone but the board members left the room. Five minutes into the executive session, Attorney Sean Smith was called in as Deb's personal attorney. The board came out of executive session at 5:10 pm.

*****UPDATED 1/14/2020*****

Curing Open Meeting Violation

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. The minutes have been updated to reflect the error.

Old Business

CIN Report: Jaime summarized the last CIN meeting.

- A decision was made to not continue using Discovery and their contract will not be renewed. We are looking into another company called Aspen Discovery and a demo will be done by them at the November CIN meeting. It's possible each library will be able to sign up and test out Aspen Discovery after the new year.
- KOHA 19.05 upgrade being done in December, there will be training released at a later date.

- The CIN conference in September went well. The main complaint was there was not enough material for newer attendees so they will be working on this for future conferences. A new upgrade is coming in the future to the elastic search engine. In the future the search engine will keep words together when searching if quotations are used in the search. The time for this roll out is still pending.
- Someone is going around in the northern Idaho area and hiding books in the libraries with which they don't agree. We have not noticed any books missing or moved in our library.
- A decision was made to increase the amount of times a patron can renew checked out material from 1 to 2 times. This was updated in KOHA on the day of the CIN meeting (10/16/19). Smaller libraries can still limit to one renewal.

****Payroll Policy Revision:** The new payroll policy revision was handed out and reviewed. Lori made a motion to approve the new payroll policy revision. Nancy seconded. All in favor. Motion passed and the new payroll policy revision will be added to the policy binder.

New Business

****Appoint new Board Trustee and Administer the Oath of Office:** Laurel made a motion to appoint Debi Jacobs as the new Board Trustee. Lori Seconded. A roll call vote was done. Laurel voted yes, Lori voted yes, Nancy voted yes and Deb voted yes. Motion passed and Debi was sworn in and joined the board meeting.

Insurance Evaluation: Rebecca will get further information and report at the next board meeting.

Building Committee: Everything is proceeding forward. Laurel suggested someone from James A. Sewell & Associates attend our next meeting to advise the board of the current status and the next steps. Rebecca will get a current status and Jaime will contact them to inquire if they can attend our next board meeting in January.

Fundraising Committee: No meeting in the last month. Nothing new to report. Debi was placed on this committee.

****Annual Bonuses and library staff/board Christmas party:** There will be a Christmas party set in December for the board, staff and all patrons to attend. In past years the library staff has gotten a Christmas bonus of \$100. Lori made a motion to give the library staff a Christmas bonus this year in the amount of \$100. Debi seconded. A roll call vote was done. Laurel voted yes, Lori voted yes, Nancy voted yes and Deb voted yes. Motion passed and Rebecca will include a \$100 Christmas bonus to all library staff in the paycheck that ends on 12/15/19.

Adjourn: Meeting was adjourned at 5:34 pm.

Next Meeting: January 14, 2020

**Denotes action items