


Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, March 10, 2020 @ 3:00 P.M.
Board Meeting Minutes

Call to Order: The meeting was called to order by Deb at 3:03 P.M. Present were Deb Sudnikovich, Chair Person; Jaime Yob, Library Director; Lori McReynolds; Nancy Bushman; Jessica Rogers; Rebecca Phillips, Treasurer.

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

****Approval of Prior Meeting Minutes:** Lori made a motion to approve the meeting minutes from February 11, 2020 with one typo change. Nancy seconded this motion to approve the meeting minutes with a change. Jessica voted yes, Deb voted yes, Nancy voted yes, Lori voted yes. Motion approved. Changes will be made and the updated meeting notes will be emailed to board members. Nancy made a motion to approve the meeting minutes from February 18, 2020 with an addition to who seconded the Executive Session. Lori seconded this motion to approve the meeting minutes with the changes. Jessica voted yes, Deb voted yes, Nancy voted yes, Lori voted yes. Motion approved. Changes will be made and the updated meeting notes will be emailed to board members.

****Trustee absences addressed statute 33-2716(3)(f):** Laurel Smith has missed two board meetings for health reasons. Nancy reviewed Idaho Statute Title 33-2716(3)(f) for these two absences. Jessica is ok with Laurel's two absences, Deb is ok with it, Nancy is ok with it, Lori is ok with it. Nancy made a motion to excuse Laurel Smith's two absences due to medical reasons. Lori seconded. Jessica voted yes, Deb voted yes, Nancy voted yes, Lori voted yes. Motion approved and two absences are excused. The board will have Laurel send an update for the committee she is involved in. Laurel is hoping she will be able to attend the next board meeting in April by phone.

****Treasurer Report:** Rebecca handed everyone for review the operating budget report for February, monthly statements, and profit and loss reports.

1. Monthly Statements:	February 2020
Checking:	\$ 13,547.49
Carr:	\$ 423.24
Petty Cash:	\$ 40.00
Columbia Market:	\$ 173,232.04
Building Expansion:	\$ 3,316.37

Nothing new to report. No changes to grant financial. Audit is still pending. A correction was made to last month's operating budget, update was handed out to all board members. Jessica asked which budget category background check and fingerprints would fall under? The board decided on Professional Services. Jessica will find out how to order both. Jaime Yob needs to be added as a signer to the bank accounts and added as a user to the debit card.

2. Approval of Bills: Lori made a motion to approve the monthly treasurer report and approval of bills. Nancy seconded. All in favor. Motion approved.

Library Director Report: Jaime reported a good month, steady. Numbers are up in all areas from prior year. Lots of donations still being brought in and the staff is working on cataloging them all. The staff is continuing to work on creating more teen and adult programs and trying to reach those in the community that haven't attended programs before. It continues to be a struggle reaching the teens at the lake and finding what they are interested in. The Genealogy presentation and the Adult Art Day was enjoyed by all. The staff collected over 23 new coats and donated them to Priest Lake Elementary and the Thrift shop for families in need along with a big box of food. Both donation boxes will continue at this time.

Library Chair Report: Deb talked to U.S. Bank and they have a debit/credit card you don't have to link to someone's social security number. They just need to know who should be on the account? Jaime Yob & Deb Sudnikovich, Rebecca Phillips until she leaves and the new treasurer (pending hire). U.S. Bank has similar fees and they offer a lot of services including direct deposit. Wells Fargo is also an option. Everyone on the board is ok with proceeding with U.S. Bank. Deb will handle the switch.

Historian Report: Nancy reported everything is up to date and she has been adding in all the newspaper articles.

Policy Review: Jessica handed out pages 8,9,11,12,15 and 16 from the Policy Manual. Each page was reviewed and notes were taken of the suggested changes. Jessica will make the changes and bring the revised pages to the board meeting next month for review and approval. She has been in contact with Emily Sitz, North Field Office Consultant with Idaho Commission for Libraries and received a copy of the Idaho Trustee Manual and resources for policy manuals. Jessica suggested putting copies of the policy on the library website in the future (ex: Overdue items, internet usage, ADA, etc) so the public has access to it. Everyone agreed this was a good idea.

****Policy Changes**

Legislature Report: No report, Laurel is absent.

Old Business

CIN Report: Jaime recapped the February CIN meeting. Kanopy reached out and they were notified that CIN will not be proceeding with their services due to high costs. Lots of Koha changes. Preliminary budget is next month, all libraries instructed to report their numbers for 2020-2021 budget review which Priest Lake has submitted.

****Employment Committee- Treasurer position review:** All the applicant resumes that have been received to date were handed out to all the board members for review. There is a total of 4. Information on Accounting Solutions bookkeeping in Priest River was emailed to all the board members prior to the meeting along with their price for their services. They handle bookkeeping for West Bonner Library. Deb asked for clarification or guidelines on job descriptions. Treasurer/Bookkeeper/Grant writer? Accounting Services? It all depends on who applies and their skills. The library is seeking a director assistant. If Accounting Solutions is hired then grant writing will then be needed from the director assistant. Applications will be accepted through March 31st. Jaime and Deb will get together and review all the applicants for both positions.

New Business

Building Committee: How the library is going to proceed needs to be figured out. The next step is a driveway permit but if the library is not ready to proceed, we should wait to file a permit since there is a time frame on when the project needs to be completed. We are going to talk to other libraries that have gone through an expansion and how they handled the project. Did they hire a project manager? Libraries that have been talked to said that 85% of the director's time was spent as a project manager.

Fundraising Committee: No new updates.

Kudos/Comments/Concerns: One patron had a comment.

Adjourn: Lori made a motion to adjourn the meeting at 5:37 P.M. Jessica seconded. All in favor. Motion approved and meeting adjourned.

Next Meeting: April 14, 2020 3 P.M.

****Denotes action items**