

  
**Priest Lake Public Library**  
**Board of Trustees Regular Meeting**  
**At Priest Lake Public Library**  
**Tuesday, April 14, 2020 @ 3:00 P.M.**  
*Meeting Minutes*

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

**\*\*Approval of Agenda:** Laurel made a motion to approve the agenda. Jessica seconded. All in favor. Motion approved.

**\*\*Approval of Prior Meeting Minutes:** Lori made a motion to approve the meeting minutes from March 10, 2020. Nancy seconded. Motion approved. Laurel abstained from voting since she was not at this meeting. Jessica made a motion to approve the meeting minutes from special COVID-19 meeting March 18, 2020. Laurel seconded. Motion approved. Lori & Nancy abstained from voting since they were not at this meeting.

**\*\*Treasurer Report:** Rebecca handed everyone for review the operating budget report for March, monthly statements, and profit and loss reports. CARR report for the month is pending updates. Computers have been replaced and the replacement of lights from florescent to LED has been started. This year the driveway needs new gravel & potholes filled. Director will get bids. Security panel buttons stick & will need to be replaced/upgraded, \$500-\$600.

1. Monthly Statements:	March 2020
Checking:	\$ 16,507.28
CARR:	\$ 423.24
Petty Cash:	\$ 40.00
Columbia Market:	\$ 160,636.98
Building Expansion:	\$ 3,445.00

**2. Approval of Bills:** Jessica made a motion to approve the monthly treasurer report and approval of bills. Lori seconded. All in favor. Motion approved. Lori & Nancy abstained from voting they were not able to review any of the treasurer report at the time of the meeting.

**Library Director Report:** Jaime reported a steady month up until the library closed 3-18-20. Overall numbers were good. Visitors were down. Once the library closed, staff has been working on inventory, cataloging, cleaning, at home web training and everyone is working on creating online programs for all age groups. All our programs have been moved online. Book transfers stopped the week the doors were closed. WiFi remains turned on in the parking lot and is well used by a lot of patrons daily. Before the doors were closed there was an increase in summer patrons coming to the lake from all over the United States to get away from hot spots in their home towns and visiting the library.

**Library Chair Report:** Nothing new to report.

**Historian Report:** Nothing new to report.

**Policy Review:**

**\*\*Policy Changes**

Jessica updated Policy Manual pages discussed at the last meeting & she handed out the updated pages. (9,12,15,16) Jessica would like help with Policy Review. Nancy volunteered to join. Jessica made a motion to add Nancy to Policy Committee. Laurel seconded. Motion approved.

*Policy 7-* Changed I.D. to Idaho Code

Jessica made a motion to approve the changes to policy 7. Nancy seconded. All in favor. Motion approved.

*Policy 10-* Changed D and took out the last sentence "On a monthly basis, the library treasurer will issue a check to the FOL for 20% of the Book Barn media funds collected that month."

Nancy made a motion to approve the changes to policy 10. Jessica seconded. All in favor. Motion approved.

*Policy 11-* There was a discussion if we should keep or remove this part of the policy since the breakup of Friends of the Library. At this time we will keep it in and it needs to be rewritten to read inactive status. Will review this policy again next month.

*Policy 12-* Reworded part 5 to say refundable janitorial deposit and changed deposit from \$20 to \$50. Page 8-1 & 8-2 application will also need to be updated with new deposit amount.

Jessica made a motion to approve the changes to policy 12 & application page. Nancy seconded. All in favor. Motion approved.

*Policy 13-* Overdue fines and fee changed to fines and fees. 'She' changed to CIN. Silver Hills Elementary and Wallace Junior/Senior High School changed to Priest Lake Elementary. Including late fees taken out.

Lori made a motion to approve the changes to policy 13. Laurel seconded. All in favor. Motion approved.

#### **Background Check, adopt policy if needed**

Jessica went over what she found out about background checks and finger prints and handed out a drafted proposed policy to be added in the manual. Everyone reviewed. She thinks this policy would be good to add since everyone is working with minors, helps responsible hiring. Fair Credit Report Act needed. Jessica proposed before any new hiring requiring a background check and finger prints and making the hire contingent on passing both. The new hire would pay out of pocket and then the library would refund within 30 days of receiving the documents. Jaime has volunteered to go through the process to see what it entails and we add/delete in the drafted proposed policy as needed. The board agreed to continue to work on this drafted policy before adopting and ok for Jaime to complete.

**Legislature Report:** Nothing new to report.

#### **Old Business**

**CIN Report:** CIN meeting for March was canceled. April meeting will be a Zoom meeting.

**\*\*Employment Committee- Treasurer Position Review:** Jaime and Deb will get together and review the book keeping contract service, Accounting Solutions and forward information to the rest of the board to review. Accounting Solutions can come to a future board meeting and give a short presentation if the board requests.

**\*\*COVID-19 Pandemic Committee:** The committee met and reviewed on 4/6 and a decision was made to continue as we have been and discuss more at this board meeting. Tomorrow the Idaho governor is having a meeting to discuss the stay at home order that expires 4/13/20. School is having a soft closure for the remainder of the year. West Bonner Library is doing what we are doing. Staff is completing weekly reports on what they are working on at home which includes training and planning online programs. We are going to leave everything the same and see what the governor announcement tomorrow is, special meeting will be set up if needed. Laurel made a motion to continue with current plan until the governor lifts the stay at home order and have a special meeting if needed. Nancy seconded. All in favor. Motion approved.

#### **New Business**

**\*\*Banking:** Deb has been in contact with U.S. Bank and their business division. All their banking is online and virtual, very user friendly. Takes around two months to switch everything over. Jessica made a motion to start the process of switching from Columbia Bank to U.S. Bank and make Jaime-Director a signer, Deb-Library Chair a signer and Rebecca-Treasurer a signer. Nancy seconded. All in favor. Motion approved. Deb will work on this.

**\*\*Set up Budget Hearing:** Set budget hearing for regular meeting on August 11, 2020 at 3pm. Lori made a motion to set the budget hearing date for August 11, 2020 at 3pm. Jessica seconded. All in favor. Motion approved.

**Building Committee:** Nancy and Deb have not met. Nothing new to report.

**Fundraising Committee:** Nancy and Deb have not met. Nothing new to report.

**Kudos/Comments/Concerns:** One of the board members was approached by a patron that stated Jaime has been unfairly treated by some in the community since she took the interim director position and has been and is continuing to do a wonderful job. Idaho governor is looking into extending stay at home order into May.

**Adjourn:** Nancy made a motion to end the meeting at 4:50 P.M. Jessica seconded. Meeting ended.

**Next Meeting: May 12, 2020 3 P.M. \*\*Denotes action items**