


Priest Lake Public Library
Board of Trustees Regular Meeting
At Priest Lake Public Library
Tuesday, May 12, 2020 @ 3:00 P.M.
Board 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

****Approval of Agenda:** Lori made a motion to approve the agenda. Nancy seconded. All in favor. Motion approved.

****Approval of Prior Meeting Minutes:** Lori made a motion to approve the meeting minutes from April 14, 2020. Jessica seconded. All in favor. Motion approved.

Accounting Solutions presentation Q&A: Julie Pierson & Renee Gerimonte from Accounting Solutions gave a short presentation about their services. Q&A afterwards.

****Treasurer Report:** Rebecca handed everyone for review the operating budget report for April, balance sheet, monthly statements, profit and loss report and CARR report. Rebecca has been in contact with U.S. Bank and setting up a new account. Audit is still pending, she will reach out and get a status on how much longer they will be. USAC Internet E-Rate Funding decision letter was received and was approved for July 1, 2020-June 30, 2021. The board would like a new maintenance contractor.

1. Monthly Statements:	April 2020
Checking:	\$ 3,984.99
CARR:	\$ 93.24
Petty Cash:	\$ 40.00
Columbia Market:	\$ 159,608.12
Building Expansion:	\$ 3,445.62

2. Approval of Bills: Jessica made a motion to approve the monthly treasurer report and approval of bills for April. Lori seconded. All in favor. Motion approved. Director is requesting \$2,000 for parking lot repairs and more gravel. Lori made a motion to approve up to \$2,000 for needed improvements to the parking lot. Nancy seconded. All in favor. Motion approved. Security base needs to be replaced/upgraded. Lori made a motion to approve up to \$600 for replacement/upgrade. Jessica seconded. All in favor. Motion approved. This can be a CARR expense. Printer up front is 5 years old and starting to have issues. IT tech recommends we replace. Jessica made a motion to approve up to \$600 for replacement. Nancy seconded. All in favor. Motion approved. This can be a CARR expense for technology equipment.

Library Director Report: The library was closed for the whole month of April. There was a lot of patrons using parking lot Wi-Fi. The Book Barn was left open on an honor basis and was well used during the month. Staff worked on inventory and cataloging donations and at home they worked on training and online programs and planning for summer reading program.

Library Chair Report: Nothing new to report. Deb worked with Jaime on and off during the month.

Historian Report: Nancy reported nothing new to report. Couple news articles added to file.

Policy Review:

****Policy Changes**

Jessica updated the Friends of the Library page in the policy to reflect non-active status. Jessica made a motion to approve putting FOL pg. 13 & 14 to non-active status. Lori seconded. All in favor. Motion passed. Director will update the policy.

Director updated the internet and online access policy pg. 8 & 9. Jessica made a motion to approve updates to pg. 8 & 9. Lori seconded. All in favor. Motion passed. Director will update the policy.

Background Checks: Jessica handed out information for Inquirehire a background screening agency. There is no monthly fee for their services. You are only billed when you use their services and they have reasonable pricing. They don't require fingerprinting and have a national check that's more comprehensive. Director will test their services out with the Advanced Criminal Background Check Package.

Legislature Report: Nothing new to report.

Old Business

CIN Report: CIN meeting for April was online by Zoom. CIN budget was approved. Discussion of how closure is going for everyone. May meeting will also be by Zoom.

****Employment Committee- Treasurer Position Review-** There was discussion on the bookkeeper & treasurer position. No final decisions were made.

****COVID-19 Pandemic Committee-** Idaho governor ended Stay Home, Stay Safe order April 30th. The Governor, Idaho Department of Health, President & CDC have established a data driven approach to opening up Idaho's economy called Idaho Rebounds. The committee used their guidance and created a Priest Lake Public Library Reopening Plan which has been posted online, shared on FB and posted on the outside bulletin board and is made available to anyone that requests. The library entered Stage 2, curbside full service on May 1st and is being used by patrons. We will start Stage 3 on May 18th which allows for the doors to be open and limiting 10 people max in the building at a time. Some services will be modified to respect hygiene and social distancing. All employees have returned to work.

New Business

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

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

Kudos/Comments/Concerns

Adjourn: Nancy made a motion to end the meeting at 6:06 P.M. Deb seconded. Meeting ended.

Next Meeting: June 9, 2020 3 P.M.

****Denotes action items**