


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

Call to Order: The meeting was called to order by Deb at 3:06 P.M. Present were Jaime Yob, Library Director; Deb Sudnikovich, Lori McReynolds; Nancy Bushman, Rebecca Phillips, Treasurer. Attending by phone: Jessica Rogers, Laurel Smith. Later in the meeting Attorney Katharine Brereton attended by phone.

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

****Approval of Prior Meeting Minutes:** Jessica requested a change in the regular June meeting minutes, to list what was changed in prior minutes. Nancy made a motion to approve both prior meeting minutes from June with Jessica's suggested changes in the regular meeting minutes. Nancy seconded. All in favor. Motion approved and minutes will be updated with changes.

****Trustee absences addressed statute 33-2716(3)(f):** Laurel Smith missed two nonconsecutive board meetings for health reasons. Deb reviewed with everyone 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 nonconsecutive absences due to medical reasons. Lori seconded. Jessica voted yes, Deb voted yes, Nancy voted yes, Lori voted yes. Motion approved and two nonconsecutive absences are excused.

****Treasurer Report:** Rebecca handed everyone for review the Operating Budget Report for June, Monthly Statements, Profit & Loss Report, Balance Sheet, Payroll Summary, Deposit Sheet, Transaction Detail by Account & Date, Building Expansion Monthly Report and a sheet showing deposits made in July.

1. Monthly Statements:	June 2020
Checking:	\$ 12,693.22
CARR:	\$ 6.13
Petty Cash:	\$ 40.00
Columbia Market:	\$ 130,808.19
Building Expansion:	\$ 3,475.16

Audit is still pending, extension was given. Amazon Credit Card started this last month, going to close Columbia Credit Card once banks are switched.

2. Approval of Bills: Lori made a motion to approve the monthly treasurer report, statements and approval of bills. Nancy seconded. All in favor. Motion approved. Director is requesting an increase for front printer replacement cost from \$600 to \$1,130. Went over printer comparisons and requested new printer comes with refill ink vs cartridge ink which will be a huge saving on yearly ink costs. Nancy made a motion to increase to \$1,200 for a front printer replacement. Lori seconded. Jessica sustained from voting, she didn't hear whole printer conversation. All in favor. Motion approved.

Library Director Report: Director reported overall a good June. More and more people are coming into the library. Almost a thousand more visitors this month than June 2019. Discussed putting plexiglass at the front counter and between computers. America Tree Service came by for a quote for removal of dead trees which includes a tree leaning up against a power line. A board member suggested contacting Bonfire to see if they will remove dead trees for no fee. Record Summer Reading Program attendance this month, 46 children at the kickoff celebration. New staff is doing a terrific job. Quilt and Light Fundraiser started (both donated to the library from patrons for a summer building expansion fundraiser). Only complaints is cell phone service not working near/at the library. New grant application submitted for 25 mobile hotspots and laptops for patrons to check out, comes with service. Another for 5 hotspots for patrons to check out, comes with service. Applied for a women's suffrage book set and the library was approved. Also working with the elementary school preschool teacher on a grant for getting ready for preschool.

Library Chair Report: Deb reported no new info to report.

Historian Report: Nancy collected a couple of articles, nothing else new to add.

Policy Review: Jessica reported nothing to review this month.

****Policy Changes**

Legislature Report: Laurel reported nothing new to report.

Old Business

CIN Report: Director reported some Koha enhancements which include the creation of clubs for requested club books & a new claims returned feature. All libraries but CLN are continuing to quarantine materials. All future meetings will be ZOOM for the summer.

****COVID-19 Pandemic Committee:** Panhandle Health Statement 7/8/20 handed out. Discussed pexiglass for the front desk and between computers. Discussed materials purchased with grant. Because of the ongoing up in COVID cases the pandemic committee will continue to monitor and if an emergency special meeting is needed, one will be set. Masks per attorney general cannot be required but suggested.

New Business

Building Committee: Deb, Nancy and Jaime met this last month and talked about getting back on track for fundraisers. Nancy shared what ideas were brainstormed. Suggestion of a relaunch building expansion kickoff idea and make it more adult oriented. At the kickoff can get ideas from the community on what they want to see in an expansion and what they see as being needed for the future, share ideas with the community. Are there uses the community might want that have not been thought of? What do they want for the next 20 years? Where do they see the library going in the future and how can this expansion help with that now? Date for the relaunch kickoff will be set in the future.

Fundraising Committee: Mixed in with above discussion.

****2020-2021 Final Budget Review:** Becky handed out the updated preliminary budget and payroll. Everyone reviewed, couple changes made and updates handed out. Preliminary approval by all board members for final copy.

****Foregone Amount Resolution:** Foregone amount of \$6 was discussed and a suggestion was made to apply towards junior book budget. All board members agreed. Print out of Proposed Fiscal Year 2020-2021 Budget that will be published in the newspaper for two weeks was reviewed and approved.

Lori made a motion to approve preliminary budget and foregone amount resolution and ok for publication in the newspaper. Public Hearing set for August 11, 2020 at 3 P.M. Laurel seconded. All in favor. Final vote will be done at the next board meeting.

Kudos/Comments/Concerns

Jessica Rogers left the meeting.

Executive Session 74-206(1)(f): The library's defense attorney Katherine Brereton with Lake City Law joined the meeting by speaker phone. Nancy moved that the board go into executive session 74-206(1)(f) with Katherine Brereton to discuss pending litigation. Laurel 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. The board went into executive session with Katherine at 6 P.M. and everyone but the board members & director left the room. The board came out of executive session at 6:26 P.M.

Adjourn: Nancy motioned to end the meeting at 6:32 P.M. Lori seconded and meeting ended.

Next Meeting: August 11, 2020 3 P.M. **Denotes action items