


Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, Oct 13, 2020 @ 3:00 P.M.
Meeting Minutes

Call to Order: The meeting was called to order by Deb at 3:05 P.M. Present were Jaime Yob, Library Director; Deb Sudnikovich, Chairperson; Jessica Rogers, Lori McReynolds, Nancy Bushman, Laurel Smith, Rebecca Phillips, Treasurer.

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

****Approval of Prior Meeting Minutes & Special Meeting Minutes:** Jessica made a motion to approve the September minutes. Lori seconded. Deb, Jessica & Lori are all in favor. Nancy & Laurel abstaining from voting. Grammar corrections needed in special minutes and who seconded executive session needs to be added. Jessica made a motion to approve the meeting minutes with corrections. Laurel Seconded. All in favor. Motion approved and minutes will be updated with changes.

Library Director Report: Jaime reported overall a busy and good month at the library. There continues to be a lot of patrons working remotely because of COVID closures. All programs were well attended with Wild Women of Priest Lake bringing in 46 patrons. Lots of compliments on new front appearance /fall foliage. WiFi grant upgrade scheduled for next month. This upgrade will come with access to new and more detailed reports. Multiple other grants have been applied for to try and help keep the community connected during the COVID pandemic. Director is also looking into a cell phone booster for the library since there is no cell phone service at the library.

****Treasurer Report:** Rebecca had some computer issues when doing reports so she only discussed August reports. Next month she will discuss September and end of the year reporting. She handed everyone for review the August Balance Sheet, Month Daily Cash Flow & Building Expansion Cash Flow, Operating Budget, Profit & Loss Report, Transaction Details and Payroll Summary. Couple of corrections were needed in the reports which Rebecca will correct & email updated reports to the board. Audit is still pending. Bank switchover is still in progress.

A. Monthly Statements:	August 2020
Checking:	\$ 2,986.49
CARR:	\$ 93.24
Petty Cash:	\$ 40.00
Columbia Market:	\$ 103,185.90
Building Expansion:	\$ 3,738.04

B. Approval of Bills: Jessica made a motion to postpone approval of treasurer's report and bills until next month so they can be updated and finalized. Nancy seconded. All in favor.

C. Year-End Reporting: Reports will be discussed at next month's board meeting.

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

Historian Report: Nancy reported no new info to report.

Policy Review: Jessica handed out the Emergency Procedures section from the policy manual. The board reviewed all pages and made a couple changes: The word pages on the

first page taken out, Priest River sentence removed under fire section, Priest River water outage number taken out, West Bonner changed to Priest Lake, ICRMP contact info taken out and replaced with new insurance company contact info. There is no incident report in the policy, Jaime will locate one the library can use. Jessica made a motion to keep procedures 1-6 and changes as discussed. Laurel seconded. Deb voted yes, Laurel voted yes, Nancy voted yes, Lori voted yes, Jessica voted yes. Motion approved and changes will be made and policy updated.

Legislature Report: Laurel reported nothing new to report.

Old Business

CIN Report: Jaime briefly reviewed last month's CIN meeting. The highlight was a new feature for patron photos was added to KOHA if libraries want to participate, not required.

Committee Reports

- A. **Insurance:** Jaime reviewed new insurance policy and coverages along with all the insurance options. Board is ok with new policy.
- B. **Building:** Nothing new to discuss.
- C. **Fundraising:** Jaime had a couple ideas for items that can be purchased for fundraising during the holidays. The board is ok with the purchase of a couple new items which could make good Christmas gifts this season. Discussed possible future fundraisers to include December Christmas raffle, auction antique books and a 12 days of Christmas silent auction.

New Business

Executive Session 74-206(1) (b): Director 6 Month Review: Nancy made a motion to go into executive session 74-206(1)(b) for the director 6 month review. Jessica seconded. Deb voted yes, Laurel voted yes, Nancy voted yes, Lori voted yes, Jessica voted yes. Motion approved and board went into executive session at 5:11 P.M. Everyone left but Rebecca who was asked to stay. Rebecca came out 5 minutes later. The board asked Jaime to come in at 6:10 P.M. Jaime and the board came out of executive session at 6:25 P.M and executive session was ended.

Kudos/Comments/Concerns

Adjourn: Laurel made a motion to end the meeting at 6.26 P.M. Nancy seconded and the meeting was ended.

Next Meeting: November 10, 2020 3 P.M.

****Denotes action items**