


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

Call to Order: The meeting was called to order by Deb at 3:03 P.M. Present were Jaime Yob, Library Director; Rebecca Phillips, Treasurer, Jessica Rogers, Lori McReynolds, Deb Sudnikovich Chairperson (joined by phone)

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

****Approval of Prior Meeting Minutes:** Jessica made a motion to approve the October minutes. Lori seconded. All in favor. Motion approved.

Library Director Report: Jaime reported

****Treasurer Report:** Rebecca will discuss October reports at the next board meeting. Everyone was handed for review the September Balance Sheet, Daily Cash Flow & Building Expansion Cash Flow, Operating Budget Report, Profit & Loss Report, Transaction Details, CARR Report and Payroll Summary. Audit is still pending, sending letter for status. Bank switchover is still in progress. Now that the building expansion fund has enough to reimburse the money borrowed from the library checking account, the board discussed having the library reimburse from the building expansion account. Rebecca will transfer and bring the balance owed to zero. Lori completed quarterly audit.

A. Monthly Statements:	September 2020/End Of Year Reports
Checking:	\$ 16,351.10
CARR:	\$ 93.24
Petty Cash:	\$ 40.00
Columbia Market:	\$ 110,359.20
Building Expansion:	\$ 7,672.07

B. Approval of Bills: Jessica made a motion to approve August and September financials and all bills. Lori seconded. All in favor. Motion approved.

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

Historian Report: Nancy not present.

Policy Review: Reviewed the Emergency Procedures section from the master policy manual. Suggestion was made at the board's next meeting to have the policy divided up into sections and given to all board members for review, then each section individually reviewed will be reviewed with the board.

Legislature Report: Laurel not present.

Old Business

CIN Report: Jaime briefly reviewed last month's CIN meeting. Meetings continue to be virtual.

Committee Reports

- A. COVID:** The committee didn't meet but they have reviewed. The governor moved Idaho back to Stage 3 on 10/26/2020. The library is in COVID Green Stage of the Priest Lake Library Reopening Plan.
- B. Building:** The building committee did not meet.
- C. Fundraising:** The fundraising committee did not meet. Briefly discussed doing the 12 days of Christmas silent auction the board talked about at prior meeting. Deb will meet with Jaime to see if it's possible to have. Jaime will reorder coffee mugs with library picture & mouse pad with library picture to try and sell during the holidays for a building expansion fundraiser.

New Business

- A. Annual Bonuses and Library Staff/Board Holiday Party:** Discussed all regular employees getting a holiday bonuses and if an employee was scheduled to work on Thanksgiving or Christmas, being compensated for the closed holiday. Also discussed volunteer Christmas gift cards. Set library holiday party for Dec 8th 2 P.M. Jessica made a motion to give employees scheduled for Thanksgiving or Christmas compensation for the closed holiday and holiday bonuses to any

employee working over 20 hours a week and if under 20 hours a week \$50 and also volunteer Christmas gift cards. Lori seconded. All in favor. Motion approved.

Kudos/Comments/Concerns

Adjourn: Jessica made a motion to end the meeting at 4:47 P.M. Lori seconded, all in favor and the meeting was ended.

Next Meeting: January 12, 2020 3 P.M. NO DECEMBER MEETING **Denotes action items