

  
**Priest Lake Public Library**  
**Board of Trustees Regular Meeting**  
**Priest Lake Public Library Meeting Room**  
**Tuesday, January 12, 2021 @ 3:00 P.M.**  
**Meeting Minutes**

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

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

**\*\*Approval of Prior Meeting Minutes:** Lori made a motion to approve the November regular meeting minutes with a couple grammatical corrections & a typo under Fundraising Reports it should say fundraising & not building. Jessica seconded. All in favor. Motion approved & minutes will be updated. Jessica made a motion to approve November special meeting minutes. Lori seconded. All in favor. Motion approved.

**Library Director Report Nov/Dec & 2020 Yearend Report:** Jaime reviewed November & December director report along with 2020 yearend report.

**\*\*Treasurer Report:** Rebecca discussed October & November reports/beginning of fiscal year budget. She will have December done within the next week and will report December in February. Everyone was handed for review the October & November; Balance Sheet, Daily Cash Flow & Building Expansion Cash Flow, Operating Budget Report, Profit & Loss Report, Transaction Details, CARR Report and Payroll Summary. Bank switchover is still in progress but nearing the end.

<b>A. Monthly Statements:</b>	<b>October 2020</b>	<b>November 2020</b>
Checking:	\$ 10,053.27	\$ 10,026.46
CARR:	\$ 93.24	\$ 93.24
Petty Cash:	\$ 40.00	\$ 40.00
Columbia Market:	\$ 96,279.74	\$ 83,686.50
Building Expansion:	\$ 9,868.53	\$ 8,796.96

**B. Approval of Bills:** Laurel made a motion to approve October financials and all bills. Jessica seconded. All in favor. Motion approved. Jessica made a motion to approve November financials and all bills. Nancy seconded. All in favor. Motion approved.

Rebecca would like to resign from her position as treasurer as soon as the board can find a replacement. A patron interested in the position came to the meeting to introduce herself to the board and explain her interest and qualifications.

#### **New Business**

**\*\* Audit Review:** The board reviewed the final audit report but have a couple questions they would like to ask the auditors. The board is going to accept the report and requested that a representative from Anderson Bros attend the next meeting for questions. Laurel made a motion to approve the audit and submit to LSO and request the auditor attend the next meeting for additional questions the board has. Lori seconded. All in favor. Motion approved.

**Library Chair Report:** Deb gave a report and this year she would like to concentrate on continuing to work on making sure the manual and policy are up to date.

**Historian Report:** Nancy reported nothing new to report.

**\*\*Policy Review:** Deb and Jessica met to review how to handle a policy review moving forward at a faster rate. They suggested splitting up the policy between all five board members and each reviewing a section then discuss their review with the board. The board agreed on the policy review plan moving forward. Sections will be divided up at the February meeting.

**NANCY AND LAUREL BOTH LEFT THE MEETING at 5:15 P.M.**

**Legislature Report:** Laurel not present for this part of the meeting.

## Old Business

- A. **CIN Report:** Jaime gave recap for November and December CIN meetings.

## Committee Reports

- A. **COVID Pandemic Committee:** Reviewed PLPL Reopening Plan. The board would like to make this plan outline as part of the policy for possible future pandemics. Renaming it Pandemic Plan. Jessica made a motion to add Pandemic Plan Policy #31 – PLPL Pandemic Plan to the policy. Lori seconded. All in favor. Policy #31 will be added.
- B. **Building Committee:** Goal to work on this starting in the spring to possibly have a kickoff prior to summer starting depending on COVID.
- C. **Fundraising Committee:** As we get closer to summer the fundraising committee will meet to discuss fundraising ideas.

## New Business

**\*\* Employment Committee- Treasurer position review:** This portion was also discussed during Treasurer review. Rebecca will stay until we transition to someone new. Reviewed treasurer/ bookkeeper position and options. Going to advertise the position on our website and in the newspaper for two weeks and discuss further at the February meeting. Reviewed prior applicants.

## Kudos/Comments/Concerns

**Adjourn:** Lori motioned for meeting to adjourn at 5:50 PM. Jessica seconded. Meeting ended.

**Next Meeting: February 9, 2021 3 P.M.**

**\*\*Denotes action items**

**PLEASE do not attend this meeting in person if you have any of the COVID virus symptoms or have traveled near or in potential hot spots. THANK YOU!**