



Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, March 9, 2021 @ 3:00 P.M.
Meeting Minutes

Call to Order: The meeting was called to order by Deb at 3 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Nancy Bushman, Deb Sudnikovich Chairperson. Joined by phone; Laurel Smith. One guest patron.

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

****Approval of Prior February Meeting Minutes & Special Meeting Minutes** Jessica made a motion to approve the February Special Meeting Minutes. Deb seconded. Motion approved. Jessica made a motion to approve February regular meeting minutes with addition to why Monthly Statements/Approval Bills were not approved and also corrections to who is reviewing the rest of the policy manual and who is reviewing the operation manual. Nancy seconded. All in favor. Motion approved. Corrections will be made to the February regular meeting minutes.

Library Director Report February 2021- Jaime reviewed February 2021 director report. Good month. 236 more visitors to the library this month vs prior year. Reviewed the very positive library shout out on Facebook.

****Treasurer Reports Dec/Jan/Feb-** Rebecca was not able to attend the meeting. This was her second missed meeting and her last month working for the library. Deb & Lori are working with the libraries new accounting firm Accounting Solutions to bring the board up to date with financials.

- A. Monthly Statements** –Nothing approved at this time for January & February Financial Reports, neither were brought to the meeting. January financials have been provided to the board. February financials have not been provided to the board.
- B. Approval of Bills-** Nothing approved at this time for January & February Financial Reports, neither were brought to the meeting. January financials have been provided to the board. February financials have not been provided to the board. Jessica made a motion to approve December 2020 monthly statements and bills that were reviewed at the February meeting. Nancy seconded. All in favor. Motion approved.

Library Chair Report: Deb had nothing new to share.

Historian Report: Nancy had nothing new to share.

****Policy Review-**Jessica handed out 2nd half of the Policy Manual that she has reviewed & is ready to discuss. Discussed the following:

*Reviewed Policy#17-*What is considered a 'child'? Nancy handed out multiple examples of what other libraries in our region use for child safety.

*Reviewed Policy#21-*Reviewed Idaho statute Title 18 Chapter 33 and the library policy.

*Reviewed Policy#16-*Treasurer vs bookkeeper discussion.

*Reviewed Policy#26-*Courier discussion.

All discussed changes will be brought to the next board meeting for review.

Legislature Report: Laurel reviewed some current senate/house bills involving Idaho libraries.

Old Business

- A. CIN Report:** Jaime gave a recap of February CIN meeting. Possible future CIN Digital E-Book Alliance with Idaho, more information to come after March meeting.
- B. ** Employment Committee- Treasurer Position Review-** Discussed current status with Accounting Solutions. The board needs a breakdown of what a bookkeeper will handle to further discuss a treasurer position and what they will handle. Issue has been tabled until next meeting.
- C. ** Executive Session 74-206(1) b: Treasurer Position Review-** Not enough information known to go into executive session. Issue has been tabled until next meeting.

Committee Reports

- A. COVID Pandemic Committee-** Idaho remains in stage 3. COVID vaccines opened to all so now librarians can get them.
- B. Building Committee-** Nancy and Deb met this last month. Board is still planning on having a summer relaunch kick off for an expansion. There are grants for library building expansions, an email with details has been sent to all board members for review. Looking into possible historic site grants. Deb will meet with Jaime to set up a relaunch event for this summer.
- C. Fundraising Committee-** Discussed some ideas during building committee discussion.

New Business

**** Executive Session 74-206(1) b: Director Yearly Review-** Nancy made a motion to go into executive session 74-206(1) b to discuss director's yearly review. Jessica seconded. Deb voted yes, Nancy voted yes, Laurel voted yes, Jessica voted yes. The board went into executive session at 5:34 P.M. Jaime was brought in at 6:15 P.M. Laurel left the meeting at 6:30 P.M. The board came out of executive session at 6:41 P.M. Jessica made a motion to approve a 3% raise for the director starting March 15th and 5 days of vacation per policy. Nancy seconded. All in favor. Motion approved.

Kudos/Comments/Concerns

Adjourn- Nancy motioned for meeting to adjourn at 6:47 PM. Jessica seconded. Motion approved, meeting ended.

Next Meeting: April 13, 2021 3 P.M.

****Denotes action items**