



Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, April 13, 2021 @ 3:00 P.M.
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. Joined by phone; Deb Sudnikovich Chairperson.

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

****Approval of Prior Regular March Meeting Minutes:** Nancy made a motion to approve the March meeting minutes with a couple additions to the notes:

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

Treasurer Report- This was Treasurer's second missed meeting and her last month working for the library and Deb & Lori are working with the new accounting firm to bring the board up to date with financials.

Jessica seconded. All in favor of changes. Motion approved and Jaime will add the above additions to the meeting minutes.

Jaime noticed an error in February meeting minutes, Nancy seconded for Executive Session, was not in the notes. Since this is not on the agenda, the board will discuss correction needed at the May board meeting.

Library Director Report March 2021: Jaime reviewed March 2021 director report.

****Treasurer Reports Jan/Feb/March-** Jaime gave status of Accounting Solutions. New accountant/bookkeeping firm Accounting Solutions is not finished with the monthly financial reports so they did not provide any reports for the board to review this month. As of the end of March Rebecca is no longer the treasurer/bookkeeper. The prior reports for January that were forwarded to the board were 2020 reports and not 2021 reports. Accounting Solutions is working on January-March financial reports for the board to review. Treasurer position is still pending.

- A. Monthly Statements** Nothing approved at this time for January, February or March Financial Reports. During the bookkeeping/accounting transition no financial reports have been provided to the board for review from either Rebecca or Accounting Solutions. Accounting Solutions plan is to have all financial reports completed and provided to the board for review and everything up to date by the next board meeting in May. Deb will touch base with Accounting Solutions and Lori and make sure all the financial reports are ready for review at the next board meeting. The board would like the reports a week before the meeting.

- B. Approval of Bills-**Nothing approved at this time, see above for status.

Library Chair Report: Deb has been discussing the Building Expansion Kickoff with the community and the community appreciates the library.

Historian Report: Nancy had nothing new to share. Jaime mentioned a possible future library newspaper article that might be coming out per a patron who came and took pictures of the outside.

****Policy Review-**Jessica handed out copies of a portion of the Policy Manual that has been revised for the board to review.

Reviewed Policy #16- (At March meeting Treasurer Vs bookkeeper discussion). Discussion changes made to 1.B & D and 6.B & C. Nancy made a motion to approve changes to policy #16 as discussed. Jessica seconded. All in favor. Motion approved and Jaime will update the policy.

Reviewed Policy #17- (At March meeting what is considered a 'child' discussion). Discussion changes made to 9 & 14. Nancy made a motion to approve changes to policy #17 as discussed. Jessica seconded. All in favor. Motion approved and Jaime will update the policy.

Reviewed Policy #26- (At March meeting, Courier discussion). Discussion changes made to how often courier comes, #6 and what happens if courier day falls on a major holiday. Nancy made a motion to approve changes to policy #26 as discussed. Jessica seconded. All in favor. Motion approved and Jaime will update the policy.

Reviewed Policy #28- Grammar changes to the word 'kit' needs to be 'kits'. Need to find out the adoption date of this policy. Jaime will see if she can locate and update if found. Nancy made a motion to approve grammar changes and have Jaime find the adoption date and add it to policy#28. Jessica seconded. All in favor. Motion approved and Jaime will update the policy.

Reviewed Policy #29- Grammar changes under policy portion and number 3 & 9. Jessica made a motion to approve

changes discussed for policy #29. Nancy seconded. All in favor. Motion approved and Jaime will update the policy.

Reviewed NEW Policy#32- Reviewed new Child Safety Policy. Nancy made a motion to approve new policy #32. Jessica seconded. All in favor. Motion approved and Jaime will update the policy & add new policy in.

Legislature Report: Laurel not at the meeting.

Old Business

- A. CIN Report:** Jaime gave a recap of March CIN meeting. CIN approved new CIN Digital E-Book Alliance with Idaho, more details to come in the future.
- B. ** Employment Committee- Treasurer Position Review:** Jaime discussed current status with Accounting Solutions. Deb will put together something to discuss at May meeting that shows treasurer responsibilities. Appointing a treasurer will be tabled until the next meeting.
- C. ** Executive Session 74-206(1) b: Treasurer Position Review:** (This portion of the meeting took place after Kudos/Comments/Concerns). Nancy made a motion to go into executive session 74-206(1) b to discuss treasurer position. Jessica seconded. Jessica voted Yes, Deb voted Yes, Nancy voted Yes. Motion approved. The board went into Executive Session at 5:04 P.M. The board came out of executive session at 5:30 P.M. Nancy made a motion to not make any further payments to Rebecca Phillips until they are reviewed by the entire board. Jessica seconded. All in favor. Motion approved.

Committee Reports

- A. COVID Pandemic Committee-** Idaho remains in stage 3. Nothing else to discuss.
- B. Building Committee & C. Fundraising Committee-** Deb and Nancy reported nothing new. Both continue to look into fundraising ideas and plan to meet this next month to discuss summer fundraiser launch.

New Business: Discussed upcoming board elections and candidates that filled out a declaration. Both open positions had only one candidate each so there will not be an election for the Priest Lake Library board positions. Deb will confirm, but both positions will start in June 2021.

Kudos/Comments/Concerns

Adjourn: Nancy made a motion to end the meeting at 5:31 P.M. Jessica seconded and meeting was ended.

Next Meeting: May 11, 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!