



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

**Call to Order:** The meeting was called to order by Deb at 3:01 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Lori McReynolds, Deb Sudnikovich Chairperson, and Laurel Smith came at the end of the meeting. Joined by phone; Toni Hackwith. Couple patrons also attended the meeting.

**\*\*Approval of Agenda:** Nancy 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 January regular meeting minutes. Jessica seconded. All in favor. Motion approved.

**\*\*Audit Review-** Anderson Bros. representative Toni Hackwith joined the meeting by phone. The board asked her a few questions and discussed the recent audit they completed for the library. No action needed. Call ended.

**Library Director Report January 2021:** Jaime reviewed January director report. 10 new patrons this month. The library donated a bunch of patron donated coats, hats, gloves & snow pants to PLE and a box of food to the food bank. The library needs a room patrons can reserve. LOTS of teleworkers & students working over Zoom because of COVID. Patron at meeting offered the library a partition to have if needed.

**\*\*Treasurer Report Dec/Jan-** Rebecca's was not able to attend the meeting but had forwarded December reports to Jaime to bring to the meeting. Everyone was handed for review the December; 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. Approval for December financials will be postponed for March meeting. January Financial Reports were not provided for review since Rebecca did not attend this meeting.

**A. Monthly Statements** –Nothing approved at this time due to additional questions on December Financial Reports & no January Financial reports provided for review.

**B. Approval of Bills-** Nothing approved at this time due to additional questions on December Financial Reports & no January Financial reports provided for review.

**Library Chair Report:** Deb had nothing new to share.

**Historian Report:** Nancy reported nothing new to report. She wants to look into scanning everything she has collected into digital form and making access to it from the library website. A grant the library received for a digital scanner would help with this task. Digital scanner will be purchased in the future.

**\*\*Policy Review:** Jaime divided up the policy binder for each board member to review and then each will review their results with the board at a future meeting. In March the board will review the full policy manual which is being reviewed by Jessica. Nancy and Deb will work on the Operation Manual and review at a board meeting in the next couple of months.

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

#### **Old Business**

**A. CIN Report:** Jaime gave recap for January CIN meeting.

#### **Committee Reports**

**A. COVID Pandemic Committee** - Committee has not met. Governor Little moved Idaho to stage 3 January 29<sup>th</sup>.

**B. Building Committee-** Committee has not met. Will meet as we get closer to summer, March/April.

**C. Fundraising Committee-** Committee has not met. Will meet as we get closer to summer, March/April.

**LAUREL CAME TO THE MEETING at 4:45 P.M**

#### **New Business**

**\*\* Employment Committee- Treasurer position review:** Discussion of how to proceed forward, who has shown interested and the options available.

**\*\* Executive Session 74-206(1) b: Treasurer position review:** Laurel made a motion to go into executive session 74-206(1) b to discuss applications received. Nancy seconded. Lori voted yes, Deb voted yes, Nancy voted yes, Laurel voted yes, Jessica voted yes. The board went into executive session at 5:19 P.M. The board came out of executive session at 5:45 P.M.

Laurel made a motion to let the one application received know that at this time they are not going to be considering them for this position. Nancy seconded. All in favor. There are still further questions for Accounting Solutions. Nancy made a motion to have Jessica follow up with Accounting Solutions to confirm their quote and terms they have offered previously have not changed. She will report back to the board and a special meeting will be set up to discuss the position further. Jessica seconded. All in favor.

#### **Kudos/Comments/Concerns**

**Adjourn:** Lori motioned for meeting to adjourn at 5:56 PM. Jessica seconded. Meeting ended.

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

**\*\*Denotes action items**