

  
**Priest Lake Public Library**  
**Board of Trustees Regular Meeting**  
**Priest Lake Public Library Meeting Room**  
**Tuesday, May 11, 2021 @ 3:00 P.M.**  
**Meeting Minutes**

**Call to Order:** The meeting was called to order by Deb at 3:32 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Laurel Smith, Lori McReynolds. Deb Sudnikovich Chairperson.

**\*\*Approval of Agenda:** Correction needed on wording for New Business B. Resignation needs to be deleted. Laurel made a motion to approve the agenda with corrections. Jessica seconded. All in favor. Motion approved.

**\*\*Approval of Prior Regular April Meeting Minutes & Correction to Feb Meeting Minutes:** February meeting minutes need a correction, Nancy seconded the executive session needs to be added in. Jessica made a motion to approve correction to February meeting minutes. Laurel seconded. All in favor. Motion approved & minutes will be updated. Deb noticed an error in April meeting minutes, should be "Jaime noticed an error in February meeting minutes" and not March. Jessica made a motion to approve the April meeting minutes with correction. Deb seconded. All in favor. Motion approved and minutes will be updated. Laurel & Lori sustained from voting for April minutes since they were not at the meeting.

**Library Director Report April 2021:** Jaime reviewed April director report. Library was awarded yearly internet E-Rate funding from USAC.

**\*\*Treasurer Reports Jan/Feb/March/April:** 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. They have been busy with tax session and said they will complete all reports before the next board meeting. Might hold a special meeting to review the reports once they are completed. Accounting Solutions is working on January-April financial reports. Treasurer position is still pending. The board was going to review Accounting Solutions services at this meeting but since nothing has been done, moving this review forward for a future board meeting. Their service fees are discounted at this time since they are not completing all of their services. Reviewed Persi letter received for Persi eligible employee Kristine Ostler.

- A. Monthly Statements** Nothing approved at this time for January, February, March or April because no reports have been received from Accounting Solutions.
- B. Approval of Bills**-Nothing approved at this time, see above for status.

**Library Chair Report:** Deb gave a report. Library alarm went off recently in the middle of the night because a back door did not latch when it was closed and the wind blew it open, Deb responded. At some point in the past someone has tried to pry open the back door. Cameras were reviewed by IT Tech Bates for the time the alarm went off and the door must not have latched that night because it blew open in the wind storm that night, the door was locked. No one is seen in the video and nothing was missing from the library. Our cameras are getting older, Jaime will look into an upgrade for all cameras that have in house camera review.

**Historian Report:** Nancy was not at the meeting.

**\*\*Policy Review:** Postponed due to time constraints.

**Legislature Report:** Laurel reported that the Federal Government is trying to pass another stimulus bill that would include library infrastructure as a part of it.

#### **Old Business**

- A. CIN Report:** Jaime gave a report of the April CIN meeting. Most of the libraries in the network will be discontinuing quarantining library items. Priest Lake will discontinue May 1<sup>st</sup>.
- B. \*\* Employment Committee- Treasurer Position Review:** Postponing for next month. Not able to make any decisions until Accounting Solutions completes reports.
- C. \*\* Executive Session 74-206(1) b: Treasurer Position Review:** Postponing for next month. Not able to make any decisions until Accounting Solutions completes reports.

## Committee Reports

- A. COVID Pandemic Committee:** Idaho remains in Stage 3 but should be moving to Stage 4 soon. Discontinuing committee.
- B. Building Committee:** Nancy & Deb did not meet in May.
- C. Fundraising Committee:** Deb and Nancy are working on this. They are looking into donation plaques for Building Expansion Fundraiser.

## New Business

- A. \*\*Set up Budget Hearing:** Set budget hearing for regular meeting on August 10, 2021 at 3 P.M. Jessica made a motion to set the budget hearing for regular meeting on August 10, 2021 at 3 P.M. Lori seconded. All in favor. Motion approved.
- B. \*\*Board Seat Position 4 End of Term:** This month is the end of board member Lori McReynolds term. Thank you Lori for all your years of dedicated service to the Priest Lake Library. Cheesecake served. No action taken, no action needed.
  - a. Declaration of Vacancy:** No action taken, no action needed.

## Kudos/Comments/Concerns

**Adjourn:** Jessica made a motion to adjourn at 5:52 P.M. Laurel seconded. Meeting ended

**Next Meeting: June 8, 2021 3 P.M.**

**\*\*Denotes action items**