



**Priest Lake Public Library  
Board of Trustees Regular Meeting  
Priest Lake Public Library Meeting Room  
Tuesday, June 8, 2021 @ 3:00 P.M.  
Meeting Minutes**

**Call to Order:** The meeting was called to order by Nancy at 3:03 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Nancy Bushman, Laurel Smith, Colin Summers, new board member & Deb Sudnikovich.

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

**\*\*Approval of Prior Meeting Minutes:** Nancy made a motion to approve the May meeting minutes with a couple corrections: grammar correction, add in-house camera review to Library Chair Report, correction to Policy Review-Postponed due to time constraint & correction to Declaration of Vacancy- No action taken, no action needed. Laurel seconded. All in favor of change. Motion approved and Jaime will update the minutes.

**\*\*Swearing in of new trustee seat 4 & new trustee seat 5:** Seat 4 will be held by Colin Summers. Seat 5 will be held by Deb Sudnikovich.

A. **Administer the Oath of Offices:** Nancy administered the Oath of Office for both trustees and both were sworn in.

**Library Director Report May 2021:** Jaime reviewed May 2021 director report.

**\*\*Treasurer Report January-May:** Jaime gave status of Accounting Solutions status on reports. The only reports provided to the library since they were hired were forwarded to the library the morning of June 8, 2021; YTD Payroll Summary, May 2021 Transaction List, May 2021 Transaction List by Account. Copies of all were passed out to the board. Accounting Solutions continues to work on January-May financial reports for the board to review. The board would like Julie from Accounting Solutions to attend the next board meeting by phone. Were 2020 Federal & State taxes entered and accepted for the library? Jaime will find out. Jaime reviewed a couple new security camera quotes.

1. **Monthly Statements:** Nothing approved at this time due to no reports being provided by Accounting Solution.

2. **Approval of Bills:** Nothing approved at this time due to no reports being provided by Accounting Solution.

**Library Chair Report:** Deb has been working on Building Expansion Fundraiser bricks/plaques. She reviewed what she found with the board.

**Historian Report:** Tabled until next meeting.

**\*\*Policy Review:** Jessica discussed personnel policy language for bookkeeper vs treasurer.

**Legislature Report:** Laurel had nothing new to share.

### **Old Business**

A. **CIN Report:** Jaime was not able to attend the May CIN meeting due to a death, she reviewed notes of the meeting and nothing to share.

### **Committee Reports**

A. **Building Committee & B. Fundraising Committee:** Deb reviewed the information she found for donation bricks "That's My Brick", a way to say thank you to the community. Everyone liked the idea.

## **New Business**

- A. 2021-2022 Budget Review:** Preliminary 2021-2022 budget handed out to the board and discussed. Jaime will make discussed changes and bring the final budget to the next meeting for review and approval.

## **Kudos/Comments/Concerns**

**Adjourn:** Nancy made a motion to adjourn the meeting at 4:42 P.M. Jessica seconded. Meeting ended.

**Next Meeting: July 13, 2021 3 P.M.**

**\*\*Denotes action items**