


Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, July 13, 2021 @ 3:00 P.M.
Meeting Minutes

Call to Order: The meeting was called to order by Colin at 3:05 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Colin Summers, & Deb Sudnikovich. Laurel Smith, board member & Julie Pierson, Accountant, joined by phone during the meeting. Noted below.

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

****Approval of Prior Meeting Minutes (regular and annual meeting):** Jessica made a motion to approve the regular meeting minutes. Deb seconded. All in favor. Motion approved. Jessica made a motion to approve the annual meeting minutes. Deb seconded. All in favor. Motion approved.

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

****Treasurer Report January-June:** Deb completed quarterly audit. *Julie Pierson joined the meeting by phone around 3:45 P.M.* Julie gave a current status on reports. The board was handed for review January, February & March Operating Budget Report, Balance Sheet, CARR Report, Building Expansion Report, Transaction Detail by Account, Profit & Loss and Payroll Summary. Jessica made a motion to review Accounting Solutions performance at the October meeting. Deb seconded. All in favor. Motion approved. Board reviewed yearly internet bill received and ok to pay.

1. Monthly Statements:	January 2021	February 2021
Checking:	\$ 17,025.91	\$ 18,047.47
CARR:	\$ 93.24	\$ 93.24
Petty Cash:	\$ 40.00	\$ 40.00
Columbia Market:	\$ 84,167.09	\$ 69,102.38
Building Expansion:	\$ 4,466.28	\$ 4,461.28

2. Approval of Bills Deb made a motion to approve January financials and all bills provided by Julie. Jessica seconded. All in favor. Motion approved.

Jessica made a motion to approve February financials and all bills provided by Julie. Deb seconded. All in favor. Motion approved.

March reports were submitted the morning of this meeting which gave not enough time to review them. April-June were not completed yet and Julie is hoping to have them completed by Wednesday of the next week.

Set up a Special Meeting to be held Thursday, July 22, 2021 at 4:30 P.M. to review March-June reports and also to review 2021-2022 Final Budget.

Laurel Smith joined the meeting by phone around 4:00 PM

Library Chair Report: Nancy not at the meeting.

Historian Report: Colin had nothing new to report.

****Policy Review:** Due to time postponed until next regular meeting.

Legislature Report: Jessica had nothing new to report.

Old Business

A. CIN Report: Jaime recapped June CIN meeting.

Committee Reports

- A. **Building Committee:** Floor plans need to be redone. Does the library need a basement?
- B. **Fundraising Committee:** Deb gave a recap of the brick fundraiser and how it would work. Everyone thinks it would be a good idea.

New Business

- A. ****2021-2022 Final Budget Review:** Reviewed budget and made a couple changes. The board would like to see financial reports to date before making a final decision on the budget. This topic will be discussed and a final decision made at next week's Special Board meeting.
- B. ****Foregone Amount Resolution:** Foregone amount of \$7 was discussed and a suggestion was made to apply towards junior book budget. All board members agreed. Jessica made a motion to approve foregone amount resolution of \$7 towards junior books and ok for publication in the newspaper when the final budget is published. Deb seconded. All in favor. Motion approved.
- C. ****Auditor Engagement Letter:** Discussed auditor picked out and passed out engagement letter for the board to review. Topic was postponed to special meeting next week to make a final decision when all board members are present. In the meantime Jaime will see if she can get a couple quotes from other auditors.

Kudos/Comments/Concerns

Adjourn: Deb motioned for meeting to adjourn at 5:45 P.M. Jessica seconded. Meeting ended.

Next Regular Meeting: August 10, 2021 3 P.M.

Special Board Meeting: Thursday, July 22, 2021 at 4:30 P.M.

****Denotes action items**