


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

NOTE: No quorum present at the beginning of the meeting.

Reviewed Idaho Trustee Manual & Idaho Library Laws for the date new trustee needs to be nominated by and discussed setting up a Special Meeting. 3 patrons interested in being a trustee came to the meeting. All were invited to stay for the meeting. All of them left. Because there was portions of the meeting that needed a quorum the order of the agenda was rearrange.

Call to Order: The meeting was called to order by Deb at 3:17 P.M. Present were Jaime Yob, Library Director; Board Members Deb Sudnikovich and Jessica Rogers, Accountant Frankie Dunn.

Board Member Colin Summers called into the meeting around 3:23 P.M.

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

****Treasurer Report – July-Oct:** The board was handed all the financial reports for October. Frankie gave a financial report for October and reviewed Operating Budget Report, Balance Sheet, P&L and transactions. Frankie quoted her fees prior to knowing the full details of the accounting services needed by the library. She will charge \$350 for November and will provide an updated quote for her services in the future. The board would like her to review QuickBooks going back to January 2021 and she can submit an invoice for her time. US Bank is leaving Priest River. There is a way for the library to virtually make check deposits but there are fees.

1. Monthly Statements & 2. Approval of Bills: Jessica made a motion to approve July-Oct financial statements & all bills. Colin seconded. All in favor. Motion approved.

3. Year-End Reporting: No Year-End Reporting discussed. Frankie was just given QuickBooks and was not asked to complete any year-end reporting.

Frankie left the meeting after the Treasurer's Report.

New Business

- A. **Annual Bonuses and Library Staff/Board Holiday Party:** There are 3 regular time employees. Discussed prior year's annual bonuses. Jessica made a motion to give employees working over 20 hours a week \$100 and employees working under 20 hours a week \$50. Deb seconded. All in favor. Motion approved. Holiday party was not discussed.

Nancy called in around 3:54 P.M.

Old Business:

- D. **Trustee Vacancy Seat 3- Appoint New Board of Trustee & Administer the Oath of Office:** The board discussed the interested applicants. Reviewed the Idaho Trustee Manual regarding being a volunteer at the library and also a trustee. Trustees cannot be volunteers. Pg 11-12. Nancy made a motion to appoint Lucinda Carroll to the Trustee Vacancy Seat 3. Jessica seconded. Colin voted Yes, Deb voted Yes, Nancy voted Yes and Jessica voted Yes. Motion approved, Lucinda, if she accepts, will fill the Seat 3 vacancy on the Priest Lake Public Library Board. Lucinda was asked to return to the meeting.
Lucinda came back to the meeting and Deb administered the Oath of Office and she was sworn in.

****Approval of Prior Meeting Minutes:** Reviewed prior meeting minutes. Jessica made a motion to approve them. Nancy seconded. Motion approved.

Nancy left the meeting around 4:05 P.M.

Library October Director Report: Jaime reviewed the October director report. Overall a good month at the library. PLE school visits resumed since preCOVID. The students are excited to be back & the librarians are excited to have the students back. Jaime reviewed the libraries Google Business Profile stats for October. Book barn new shelves are finished. PL Library was accepted to be a part of a 2 year Laundromat Literacy Program in conjunction with the Coolin laundromat.

Library Chair Report: No Chair Report

Historian Report: No Historian Report

****Policy Review:** No Policy Review

Legislature Report: Jessica found a couple good websites for legislature information. The Infrastructure Bill that recently passed might be able to help the library with the expansion. A suggestion was made to reach out to local contractors regarding donations.

Committee Reports

A. Building Committee & B. Fundraising Committee: Committees have not meet. Jaime handed out the brick campaign flyer for review. Made some changes, Jaime will update and start advertising.

Old Business

A. CIN Report: Jaime gave a recap of what was discussed at the Oct CIN meeting.

B. Accountant Position Review: No discussion.

Kudos/Comments/Concerns

Adjourn: Jessica made a motion to end the meeting at 4:54 P.M. Lucinda seconded. Meeting ended.

Next Meeting: January 11, 2022 3 P.M.

****Denotes action items**