



**Priest Lake Public Library  
Board of Trustees Regular Meeting  
Priest Lake Public Library Meeting Room  
Tuesday, February 8, 2022 @ 3:00 P.M.  
Meeting Minutes**

**Call to Order:** The meeting was called to order by Nancy at 3:05 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Nancy Bushman, Lucinda Flook and Colin Summers. Accountant Frankie Dunn called in during the Treasurer Report.

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

**\*\*Approval of Prior Meeting Minutes:** Reviewed prior meeting minutes. Jessica made a motion to approve prior meeting minutes. Lucinda seconded. All in favor. Motion approved. Colin didn't vote, he was not present at the prior meeting.

**\*\*Treasurer Report January:** Frankie was brought on phone speaker at 3:08 P.M. The board was handed the following financial reports for January: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss and a Comparative Profit & Loss. Frankie gave a financial report. She will be increasing her current bill for extra time she has been spending on correcting past QuickBooks errors. The prior accountant didn't break out in detail some of the prior month's cash intake. While fixing this, Frankie found a \$1,500 deposit listed on the Cash Report but couldn't locate it in QuickBooks. Jaime will get the details of the deposit and forward to Frankie. Columbia Visa is ready to be closed. Jessica made a motion to close Columbia Bank Card. Lucinda seconded. All in favor. Motion approved. The board briefly reviewed the new accountant's services and are overall pleased. Briefly talked about the CARR account and how it's used. There are lots of unknowns with how this account can be used. Legislatures are talking about it currently. Colin suggested the board gets clarification on CARR accounts and how they are used. The water fountain motor went out and it is cheaper to replace then repair it. Jaime reviewed a couple quotes between \$800-\$1,500 for a new one+ labor to install. Because the library has a water dispenser and there is a future expansion planned, the board does not want the old fountain replaced at this time.

*Before the meeting was over while the board was in executive session, Jaime located the \$1,500 deposit done on 6.30.21 & forwarded Frankie by email all the details so she can make sure it is in QuickBooks.*

**A. Monthly Statements: B. Approval of Bills:** The board was emailed November-December Transactions list right after the prior meeting for review. Jessica made a motion to approve November-January bills and monthly statements for January. Lucinda seconded. All in favor. Motion approved.

**Library Director Report January 2021:** Jaime reviewed the January Director Report. Overall a good busy month at the library. Numbers continue to increase in lots of areas including visits to the library and program attendance. The library received a \$1,000 Building Expansion donation and a big beautiful photograph to silent auction off for a building expansion fundraiser. Popcorn program was a huge hit with 17 patrons attending, backroom needs to be bigger to host programs with large groups comfortably. A telehealth grant opportunity could help with construction costs to expand, up to \$25,000 can be awarded. Prior to the meeting the board was forwarded the grant details by email to review. Jaime is working on a grant to bring fiber to the library and also a summer STEM Micro-grant.

**Library Chair Report:** Nancy reported nothing new to share. Jaime mentioned the Minor newspaper is reaching out seeking information on our building expansion status. Nancy will follow-up with them and let them know the status.

**Historian Report:** No news articles to share. Colin discussed his idea of turning this portion of the agenda into sharing what's currently happening at the library. He isn't sure on how to gather what to report. Discussed different ways of gathering information to report on, maybe gather information coming from the little patrons. The librarians are the ones that know the best detail of what's happening. Nancy is going to make something that can be handed to patrons to gather information on

programs and their thoughts. The library website could be used and/or a binder created that can be updated as historian reports over time are gathered.

**\*\*Policy Review:** The board was handed a packet with Policy #15, #19 and #22 for review. Prior to the meeting Jessica reviewed each policy and highlighted areas that needed to be discussed and updated.

The board reviewed the following:

Reviewed *Policy #15* and the updates that are needed as time as past and technology has changed. Jessica will incorporate suggested changes and bring to the next meeting for review.

Reviewed *Policy #19*. Lucinda made a motion that we keep policy #19 as written and no changes required and review completed. Colin seconded. All in favor. Motion approved. Policy #19 review date will be updated.

Reviewed *Policy #22* and discussed *sanctioned events*. Jessica will incorporate suggested changes and bring to the next meeting for review.

**Legislature Report:** Jessica reported the legislatures are currently in session. Nothing new to share.

### **Committee Reports**

**A. Building Committee:** Building Committee did not meet. Lucinda handed out a business proposal for building a library next to the Priest Lake Elementary. Discussed the benefits of moving the expansion there vs. expanding off the current building. She would like the board to review and email her suggestions of things to add so she can compile and bring a completed business proposal for review to the next board meeting.

**B. Fundraising Committee:** Fundraising Committee did not meet.

### **Old Business**

**A. CIN Report:** Jaime gave a recap of the January CIN meeting. CDA discussed open meeting laws and the public being invited was discussed, CIN meetings are open to the public if they would like to attend via Zoom and CDA will post the zoom link.

### **New Business**

**A. \*\*Audit:** Prior to the meeting the board was emailed a copy of the audit for yearend Sept 2020. A copy was also handed around at the meeting for review. Jaime discussed the review she had with the auditor and shared his thoughts on the review. The auditor gave us a positive review. The auditor suggested he immediately start yearend Sept 2021 audit and then starting next January he will audit every year around that time. Jessica made a motion to approve the audit for yearend Sept 2020. Lucinda seconded. All in favor. Motion approved. Lucinda made a motion to proceed with the Engagement Letter for yearend Sept 2021 audit. Colin seconded. All in favor. Motion approved.

**B. Retaining a Lawyer:** Discussed the district not having an attorney and a suggestion and recommendation in the past was made to retain one for questions that arise. The board is going to start looking for someone to retain. Suggestion for Grewe was made, need to find out if he is licensed in Idaho. There is funds for an attorney in the current budget.

**C. \*\* Executive Session 74-206(1) b: Director Yearly Review:** Jessica made a motion to go into Executive Session 74-206(1) b for the Director Yearly Review at 5:07 P.M. Lucinda seconded. Colin voted yes, Jessica voted yes, Nancy voted yes and Lucinda voted yes. Motion approved. The board went into executive session and Jaime left the meeting. The board brought Jaime into executive session at 6:08 P.M. The board came out of executive session at 6:18 P.M. Nothing further was discussed.

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

**Adjourn:** Lucinda made a motion to end the meeting at 6:18 P.M. Jessica seconded. The meeting ended.

**Next Meeting: March 8, 2022 3 P.M.**

**\*\*Denotes action items**