



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

Call to Order: Nancy called the meeting to order at 3:05 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Nancy Bushman, Lucinda Flook, Deb Sudnikovich and Colin Summers; Accountant Frankie Dunn.

****Approval of Agenda:** Lucinda made a motion to approve the agenda. Deb 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. Deb didn't vote, she was not present at the prior meeting.

****Treasurer Report February:** Nancy completed Quarterly random audit of invoices paid and checks written. Frankie gave a financial report. The board was handed the following financial reports for February: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss and a Comparative Profit & Loss. 5 months into the budget looks good. At this time it looks like the only area that might go over is Persi. Frankie recommends the Money Market account be changed to a checking account or a savings account because the interest rate is less than a \$1 and the account analysis charges each month are \$50-\$80+. The board discussed. Jessica made a motion to close the Money Market account and transfer all funds to the existing checking account. Lucinda seconded. All in favor. Motion approved. Frankie reviewed Balance sheet. She reviewed some lines that will be cleaned up/moved into the correct categories. Intuit has multiple prior accountants listed. Frankie needs a letter from the board stating Frankie is the accountant and is the intuit handler. Deb made a motion to make Frankie administrator for QuickBooks/Intuit and have all other accountants removed. Colin seconded. All in favor. Motion approved. Nancy will get the paperwork Frankie needs.

A. Monthly Statements B. Approval of Bills: Deb made a motion to approve February bills and monthly statements as presented. Lucinda seconded. All in favor. Motion approved.

Frankie left the meeting after her report

Library Director Report February 2022: Jaime reviewed the February Director Report. Writers Circle was well received so we are starting a Junior & Teen Writers Club. New wall mural is finished and turned out awesome! Laundromat Literacy Program is going well and loved by parents and children. There has been a daily regular visiting patron that's been giving staff a hard time and recently made some comments to a family which resulted in the sheriff coming and talking to the patron. The patron was given a warning and if the sheriff had to return they will be issuing a no trespassing order. Patron was then verbally hostile again and the sheriff was called but never responded. Reviewed a Telehealth Grant opportunity for up to \$25,000 for construction costs, the board does not want to apply for the grant.

Library Chair Report: Nancy reported she did not reach out to the Miner newspaper regarding our current building expansion status. She will touch base with them in the future but not ready right now.

Historian Report: Nancy handed out a short form she created to hand out to patrons and/or for staff to fill out for feedback. Colin will review what is collected and work on his idea he has for this portion of the agenda each month. He wants to collect snap shots of current activities at the library.

****Policy Review:** Colin is going to review the Personnel Policy. Jaime is going to review the Operational Policy. Both will bring to the board for review once done. Jessica reviewed and read the rewritten *Policy #15* she has been working on. Jessica made a motion to approve Policy#15 as presented. Lucinda seconded. All in favor. Motion approved.

Jessica reviewed *Policy #22* and the word 'sanction' was changed to 'approved'. Jessica made a motion to approve the word change to *Policy #22*. Colin seconded. All in favor. Motion approved. Reviewed *Policy #21* since staff is having issues with a patron. Briefly reviewed Title 18 Chapter 33 18-3302. Numbering the paragraphs under PROHIBITED CONDUCT & DEFINITIONS, 1-4. Changing 'dangerous weapon' title of policy and also changing in #2, to 'deadly weapon'. Taking out the paragraph talking about signs stating no dangerous weapons. In #2 paragraph starting with "Dangerous Weapon". All the words after harm were removed and the following was added "as defined by Idaho Statute 18-3302 (2)". Further review of the state law regarding this policy and consulting with an attorney is needed. Jessica made a motion to make the discussed listed changes to *Policy#21*. Deb seconded. All in favor. Motion approved. Lucinda made a motion to give Jessica authorization to discuss *Policy#21* with Grewe Attorney at Law and also discuss a possible policy regarding disruptive patrons. Deb seconded. All in favor. Motion approved. Jessica will consult with an attorney and will also review what other libraries have for a policy in this area and she will report to the board in the future on her findings.

Legislature Report: Jessica had nothing new to share.

Committee Reports

A. Building Committee: Lucinda only received input from one board member regarding the business proposal passed out at the last meeting. School board has a meeting on the 16th. Lucinda handed out a new business proposal with the suggested changes and the board reviewed and is ok with the proposal. Nancy and Lucinda are going to go to the school board meeting on 3/16 and try to get added to the agenda to see if the school board would be interested.

Jessica handed out an example of an 'application form for a committee' as an example to look at of something that can be passed out to get people from around the lake involved in the building expansion project. Board liked the application and idea. Jessica will type up a version to fit our building expansion project and bring to a future meeting.

B. Fundraising Committee: Nothing discussed.

Old Business

A. CIN Report: Jaime reviewed February CIN meeting. Texting and automated calls are now an option but have not been turned on for this library. We like the personal touch of calling people when their holds are in vs a text or automated call being sent.

New Business

A. Lori McReynolds Item to Commemorative: We recently lost a long term board member, Lori McReynolds. To date over \$400 in donations have been received in honor of Lori. Family asked donations be made in her honor to the library building. Board discussed ideas for items to commemorate. Settled on a bench for the lawn with a plaque. Deb will look into both.

B. **Executive Session 74-206(1) b: Director Yearly Review: Colin made a motion to go into Executive Session 74-206(1) b for Jaime's Director Yearly Review. Lucinda seconded. Colin voted Yes, Nancy voted Yes, Jessica voted Yes, Deb voted Yes, Lucinda voted Yes. The board went into executive session at 5:16 P.M. Jaime left the room. Jaime was brought in the room at 6:15 P.M. The board came out of executive session at 6:28 P.M. Lucinda made a motion to give Jaime a 3% raise starting March 1, 2022. Colin seconded. All in favor. Motion approved.

Kudos/Comments/Concerns

Adjourn: Colin made a motion to end the meeting at 6:31 P.M. Jessica seconded. All in favor.

Next Meeting: April 12, 2022 3 P.M. **Denotes action items