



**Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, May 10, 2022 @ 3:00 P.M.**

Meeting Minutes

Call to Order: Nancy called the meeting to order at 3:07 P.M. Present were Jaime Yob, Library Director; Board Members Jessica Rogers, Nancy Bushman, Deb Sudnikovich and Colin Summers; Accountant Frankie Dunn.

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

****Approval of Prior Meeting Minutes:** Discussed prior meeting and loss of quorum in the middle of the meeting. Only two people at this board meeting were at the full board meeting in May. Roberts Rule of Order and Open Meeting Laws were briefly reviewed online. Jessica made a motion to approve the meeting minutes with the following changes; sentence taken out where Lucinda left the meeting- ~~so the board did not discuss anything that was an action item after this point in time~~, under policy review the first sentence was removed- ~~No Quorum so skipped this part of the agenda~~ and a sentence was added at the end- ~~No actions taken and no action items discussed~~, under budget hearing the first sentence was removed- ~~No quorum so no discussion/decisions made by board members~~ and added *Jaime told the board this was not a required action item on the agenda*. Nancy seconded. All in favor. Motion approved, Jaime will update the minutes. Deb and Colin abstained from voting since they were not at the last meeting.

****Treasurer Report April:** Frankie gave a financial report. The board was handed & emailed the following financial reports for April: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss and a Comparative Profit & Loss. A request was made to add payroll summary to the reports provided each month. Internet and audit bill both came in at the same time, net loss for the month was \$27,000 due to two high bills being paid. Balance sheet all cleaned up. Director went to STCU to see about changing banks and presented what she found out. Deb made a motion to switch all the Priest Lake Public Library bank accounts from US bank to STCU with Newport, WA being the signing branch and the signers on the account will be Director Jaime Yob, Board Chairwoman Nancy Bushman and Board Member and Treasurer Deb Sudnikovich. Colin seconded. All in favor. Director will start the process. Discussed director's expense report for mileage to attend the highly recommended State Tax Commission Budget and Levy Training that's been on hold since COVID and was requested by the board preCOVID to attend. There was a question about if the training was for the library district. Director reported she has completed the difficult required budget paperwork for the library two years in a row. She mentioned she worked 200 hours for the library in March (Week 1 40.40, Week 2 46, Week 3 41.55, Week 4 44.20, Week 5 42.30).

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

Library Director Report April 2022: Director reviewed the April Director Report. The library continues to be busy with over 1,500 patrons coming in. Idaho Governor ended COVID Stage 4 April 15, 2022. Circulation, Holds, Internet Users, Program Attendance are all up from prior year. The library was awarded a grant for Kindergarten Readiness 5 month workshop in a box and a grant for 75 state park free passes to hand out for summer reading. Only complaints received were about the broken water fountain and the warm water that comes out and about the Spokesmen Newspaper no longer being offered at Priest Lake. We replaced it with The New York Times.

Library Chair Report: Nancy gave a chair report. Lucinda and her have not met or talked about the upcoming next week school board meeting that the library will be on the agenda for, for a total of two minutes. She does not know if Lucinda will be attending the meeting and has not heard from her. She will find out if Lucinda is attending and if she is unable to, Deb will attend with Nancy. The meeting will be held at Priest Lake Elementary May 18, 2022 at 6 P.M.

Historian Report: Colin had nothing new to report.

****Policy Review:** Director handed out a couple examples of incident reports found online. The board liked one of them. Deb made a motion to add the incident report into the policy as addendum #2 in the personnel policy. Colin seconded. All in favor. Motion approved.

Legislature Report: Jessica briefly reviewed House Bill 666. It passed in the house but is expected to die in committee at the senate. If this bill is passed, there could be jail time and big fines for anything checked out to a minor that a parent finds offensive.

Committee Reports

A. Building Committee & B. Fundraising Committee : Deb reported that we need to set a date to have the public come and give input on what they would like to see in an expansion. Best to have this meeting in mid to late July or early August while the summer patrons are still at the lake to hear their input. Deb will find out what dates work for the library and present them at a future meeting.

Old Business

A. CIN Report: Director reviewed April CIN meeting. The CIN budget was presented at the April meeting and the annual circulation number for Priest Lake were incorrect at 160,077, which increased the libraries portion greatly. Correct number was 16,077. The numbers were corrected and Priest Lake Library portion of dues is in line with years past.

New Business

A. **Set up Budget Hearing: This does not need to be an action item. Due to scheduling deadline the prior month, Director set the budget hearing for August 9, 2022 at 6 P.M. The board is ok with this date and time. Director, Deb and Frankie will meet prior to the June board meeting to discuss the proposed budget that will be presented at that meeting.

B. **Audit Review: This does not need to be an action item. The 2020-2021 audit was emailed to the board prior to the meeting for review. Audit came back good.

C. **Lawyer Review: Jessica reviewed her prior meetings with an attorney. She was given a couple referrals. The board is ok with her contacting one of the referred attorney's to see if they would be a good fit. She will report back to the board after she meets with them. Possible there may be a fee to talk to them.

D. **Executive Session 74-206(1)b: Director Review : Colin made a motion to go into executive session 74-206(1)b- for director review and professional development plan. Jessica seconded. All in favor. Nancy voted yes, Jessica voted yes, Colin voted yes and Deb voted yes. The board went into executive session at 5:13 P.M. Director and Frankie were asked to stay in the room. Director left the room at 5:20 P.M. Frankie left the room at 5:50 P.M. Director was asked to return at 6:56 P.M. Deb left at 7:29 P.M. Board came out of executive session at 7:34 P.M. Nothing further was discussed.

Kudos/Comments/Concerns: Colin inquired about procedure and notice for leaving the board due to possibility of moving.

Adjourn: Nancy ended the meeting at 7:35 P.M.

Next Meeting: June 14, 2022 3 P.M.

****Denotes action items**

