



**Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, September 13, 2022 @ 3:00 P.M.**

Meeting Minutes

Call to Order: Nancy called the meeting to order at 3:05 P.M. Present were Library Director, Jaime Yob; Board Members Jessica Rogers, Nancy Bushman, Barb Benscoter

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

****Approval of Prior Meeting Minutes (Regular & Special Meeting):** Both regular and special meeting minutes reviewed. Jessica made a motion to approve the regular meeting minutes with changes to Library Chair Report third sentence, change *district attorney* to *they* and she made a motion to approve the special meeting minutes as presented. Barb seconded. All in favor. Motion approved.

****Treasurer Report August:** Accountant Dunn was not at this meeting. Prior to the meeting she emailed the board and it was printed and handed out; the August Operating Budget, Balance Sheet, Profit & Loss Prev Year Comparison, Transaction List, Payroll Summary and the August Profit & Loss. Director explained there was a library donation made in PayPal for \$100 in August and it got deposited into our regular checking and not the Building Expansion (BE) account. The director will move the deposit into the BE account. New STCU accounts have not been set up, pending Nancy becoming an STCU member. Nancy is not sure if she will renew her trustee position so it might be better to leave her off the account. Jessica made a motion to proceed with the previously authorized bank switch for all of 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 and board member and treasurer Deb Sudnikovich and a chairman can be added at a later date. Barb seconded. All in favor. Quarterly audit completed by Nancy.

1. Monthly Statements & 2. Approval of Bills Due to absence of two board members & accountant, Jessica recommends we move the monthly statements review and approval to the next board meeting when everyone is present. Everyone agreed.

Library Director Report August 2022: Director reviewed the August Director Report. Another busy month with over 3,480 patrons coming in. Lower than prior year by 369. Circulation was about the same as prior year. Computer inside sign in was lower than prior year but overall users were up. Attendance for summer reading was down for the month, had to do a lot with a big chunk of our juniors are turning into young adults and attended the theater program which some days was at the same time as the summer reading program. Overall attendance for the month was up 154. New supply grant approved for called Wild About Early Learning. Director reviewed what it entails. James and the Giant Peach Theater Performance was a big hit! 192 patrons came during the two night performance and \$147 in BE donations was collected. Big Thank You to Priest Lake Community Church for letting us have the performance at their location. Over 26 hours of volunteer time was put in during the month! Building Expansion received a \$1,000 donation!

Library Chair Report: Report given by Nancy. Briefly discussed Friends of the Library and if any patrons are interested in starting a group we have all the prior groups' files.

Historian Report: A historian needs to be appointed. Going to wait until full board is at a meeting. Explained to new board member what this entails.

****Policy Review:** In a prior grant the library was awarded two book bag/kits to add into circulation. One of them is a book binding kit and has sharp objects. Director recommends a new updated book bag waiver for patrons to sign similar to the one other libraries are using. Recommended updated Policy#28 handed out and reviewed. Couple of changes made. Jessica made a motion to adopt new

revised Policy #28—Backpack Kit Guidelines. Barb seconded. All in favor. Jaime will bring the new updated policy to the next board meeting.

To help bring policy up to date, the director is going to start at the beginning of the policy and any policies that don't have a recent review date she will bring to future board meetings to be reviewed by the board and confirm they are up to date.

Policy #1 handed out and reviewed. Precinct numbers need to be confirmed with county. Are they 20 & 28 (old?) or 21 & 24 (new?) More research is needed. Barb knows someone we can reach out to.

Policy#2 handed out and reviewed. No changes needed.

Policy#3 & Policy #4 handed out and reviewed. Board members want to read Operation Manual and do more research on if any updates are needed.

Long Range Plan ends Sept 2022. Handed out a copy for everyone to review and discuss at the next board meeting and we can figure out if a committee is needed to update document.

Legislature Report: Report given by Jessica. Legislatures met for special session but nothing related to libraries.

Old Business

- A. **CIN Report:** Director reviewed August CIN meeting. Online payments are still being explored. There were minor updates to the Circulation Policy.

Committee Reports

- A. **Building Committee:** No committee met
- B. **Fundraising Committee:** No committee met

New Business

- A. **Budget:** Director handed out the FY 2022/2023 budget. The library was only able to levy for a max of \$205,017 and not \$206,174 which is \$1,157 less. Reviewed Statute 33-2725 and the district is within the budgetary limits. Director talked to Public Library Consultant Ritter and he said it's a gray area on if the district needs to hold another budget hearing. The district is not adjusting the budget upwards so we aren't required to re-open the budget. He suggested we don't revise the budget, just make a note and document. Director also talked to Idaho State Tax Commission Seloske and he too agreed the district doesn't need to have another hearing since the levy amount went down and not up.
The approved budget was noted**NOTE 9.8.22**ONLY ABLE TO LEVY \$205,017

Kudos/Comments/Concerns

Adjourn: Barb made a motion to end the meeting at 4:58 P.M. Jessica seconded. Meeting ended.

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

****Denotes action items**