



**Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, October 11, 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 Nancy Bushman, Barbara Benscoter, David Rogers and Accountant, Frankie Dunn.

****Approval of Agenda** Barbara made a motion to approve the agenda. David seconded. All in favor. Motion approved.

****Approval of Prior Regular Meeting Minutes** Reviewed meeting minutes from prior meeting. A thank you to Priest Lake Community Church for them letting the library have their summer James & the Giant Peach performance there was not mentioned in meeting minutes. Director was not sure if it was mentioned at the prior meeting during the directors report or not but will include a Thank You in today's meeting minutes. David made a motion to approve the prior regular meeting minutes, Barbara seconded. All in favor. Motion approved.

****Treasurer Report September** Frankie gave a financial report. The board was handed & emailed the following financial reports for September: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison, and Payroll Summary. Barb would like to meet with Frankie to briefly review how the reports work to better understand them, maybe before the next meeting. Idaho Statutes 67-450B & page 6 of the Bylaws was handed out & discussed. Director reviewed the update needed to Bylaws Article X Section 2. Idaho Code Section 67-450B has \$150K expenditures listed for no audit required (District Bylaws say \$100K) and statute reads between \$150K - \$250K expenditures audited on a biennial basis (District Bylaws say \$100K-\$150K). Also discussed auditor recommended the district \$500 Capitalization threshold be raised to \$1,000, values have changed over time since the \$500 limit was put in place.

1. Monthly Statements & 2. Approval of Bills (August and September) Barbara made a motion to approve September bills and monthly statements as presented. David seconded. All in favor. Motion approved. No further questions on August Financials but there are board members missing at this meeting that might have questions so further discussion on August Financials and approval will be tabled until the next board meeting.

3. Director Year-End Reporting Director handed out and reviewed the FY end totals for Sept 2021-2022 for daily cash intake for regular cash and building expansion cash.

4. **CAR Account Director handed out ByLaws pg. 6 and the board reviewed Article IX Section 3 & 4. Discussed CAR (Capital Assets Replacement) account and the districts Bylaws regarding CAR. Director recommends funds be transferred to CAR account and has talked to Auditor who also agrees.

CAR account, Bylaws update needed for audit threshold & Capitalization threshold all tabled for next board meeting for further discussion.

Accountant Frankie left the meeting after September Treasurer Report around 3:38 P.M.

Library Director Report September 2022 Director reviewed the September Director Report. Over 2,600 patrons visited during the month which was higher than last September. All other numbers for the month have decreased from prior year report. Still a busy month at the library. Another high volunteer month, 116+ hours. Patrons are closing up cabins and cleaning out books and there was a big increase in used book donations received which two volunteers put in a lot of time and helped sort through the donations. New preschool Storytime librarian hired and she is doing a great job and LOTS of compliments from patrons have been received regarding the preschool storytimes she has done. Building Expansion Bazaar Fundraiser brought in \$145 in donations and had a lot of patrons attend. Handful of patrons the last couple of months have commented that they drive all the way from Priest River to come to the library vs. going to the library closer to them ☺ Lots of compliments received on the friendly library team we have.

Library Chair Report Nancy reported her individual training meetings with new trustees David and Barbara went well. She answered all their questions. Nancy handed out a packet titled Action Steps For Library Trustees by Idaho Commission for Libraries, American Library Association The Freedom to Read Statement & American Library Association Library Bill of Rights & United for Libraries Twelve Golden Rules for Board Members. It's a good time to review them all since the new Long Range Plan is being completed. Nancy will be on vacation for the November meeting and will not be able to call in.

****Historian Report** Discussion of what the historian has done in the past. Is it necessary to have a historian? Reviewed ByLaws and there is no mention of a Historian. Barbara reviewed what the Museum uses their historian for. Suggestion made to maybe concentrate on past students of the school house, Barbara would be up for talking to them and working on the monthly historian report.

****Policy Review:** Librarian starting salary range was briefly reviewed. Discussion of how times have changed and starting salary range should be reviewed to stay competitive. Director will bring information regarding the policy starting salary range to the next meeting for review. The library is in Lamb Creek precinct, the county is not using numbers anymore. Policy #5 handed out and reviewed. David made a motion to correct punctuation on a word (it's) in policy #5. Barbara seconded. All in favor. Motion approved. Policy #6 handed out and reviewed. Barbara made a motion to correct spelling on a word (through) in policy #6. David seconded. All in favor. Motion approved. Policy #7 handed out and reviewed. Barbara made a motion to correct spelling on a word (meeting, not treating under #1) in policy #7. David seconded. All in favor. Motion approved.

****Long Range Plan** Prior Long Range Plan handed out, reviewed and discussed. Changes made. Director will complete a draft for review for the next board meeting regarding new Long Range Plan.

Legislature Report Jessica not at this meeting.

Old Business

- A. CIN Report** There was no September CIN meeting due to lots of people being on vacation.

Committee Reports

- A. Building Committee** No meetings, nothing new to report.
- B. Fundraising Committee** No meetings, nothing new to report. Director would like to order more library bags for the BE Bag Fundraiser and will look into pricing and some possible designs and bring to a future board meeting for review. They would make good Christmas gifts.

Kudos/Comments/Concerns

Adjourn Barbara made a motion to adjourn the meeting at 5:00 P.M. David seconded and the meeting was ended.

Next Meeting: November 8, 2023 3 P.M.

****Denotes action items**