



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

Meeting Minutes

Call to Order Jessica called the meeting to order at 3:02 P.M. Present were Library Director, Jaime Yob; Board Members Jessica Rogers, Barbara Bencoter, David Rogers, Deb Sudnikovich and Accountant, Frankie Dunn.

****Approval of Agenda** Briefly discussed an email from Priest River Library regarding new courier costs. The price increase is reasonable. Reviewed open meeting laws for adding something to the agenda. Decided to not add anything to the agenda. Deb made a motion to approve the agenda as is. David seconded. All in favor. Motion approved.

****Approval of Prior Regular Meeting Minutes** Prior meeting minutes handed out and reviewed. Barb and David were the only board members at the prior meeting. Barbara made a motion to approve the prior regular meeting minutes, David seconded. Both in favor. Motion approved.

****Treasurer Report October** Frankie gave a financial report. The board was handed & emailed the following financial reports for October: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison, and Payroll Summary. This is first month of fiscal year. Again discussed update needed to By-Laws Article X –Audits & Reports Section 2 needs to be updated, reviewed Idaho Statute 67 Chapter 4 and reviewed Article XI-Amendments in By-Laws and how to change By-Laws. Also discussed again the auditor’s recommendation for the district to change \$500 Capitalization threshold 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 October) Deb made a motion to approve August bills and monthly statements as presented. Barbara seconded. All in favor. Motion approved. Deb made a motion to approve October bills and monthly statements as presented. David seconded. All in favor. Motion approved.

3. Year-End Reporting Accountant reviewed year end reporting for FY 2021-2022. The library ended the year ahead of budget.

4. **CARR Account Discussed CARR account continued discussion on CARR account. Director recommends funds be transferred to CARR account. Should the account be closed if the district doesn’t use it & taken out of the By-Laws? Director passed out Idaho Statutes 33-2724 and #4 was reviewed. Reviewed Article XI-Amendments in By-Laws regarding By-Laws being changed. A suggestion to run this all by district attorney was mentioned. Deb will look into this account further and will possibly reach out to district attorney.

Accountant Frankie left the meeting around 4:11 P.M.

Library Director Report October 2022 Director reviewed the October Director Report. Driveway needs to be grated and more gravel added. Director reviewed driveway quotes. Prior contractor is not able to do. Now that winter is here, going to wait until spring. ICFL has contacted the district about a possible Federal & State funding for fiber being brought to the library from Priest River. This is the time of year when the district opens up for internet proposals. Building Expansion Fundraiser Sip & Paint at the Inn brought in \$338 in donations. October & November the library is having another \$5 Book Bag Building Expansion Fundraiser to help move the huge amount of book donations received in the last couples of months as cabins are being closed up for the winter.

Library Chair Report No report, Nancy was not at the meeting.

****Historian Report** Nothing new to share.

****Policy Review**

Policy #1 reviewed. Barbara reported library precinct is Lamb Creek & Priest Lake. Deb made a motion to update Policy#1 with precinct names vs numbers. David seconded. All in favor. Motion approved.

Addendum I Patron Report reviewed. Grammar errors. Deb made a motion to approve with grammar corrections. Barb seconded. All in favor. Motion approved.

Addendum II Salary Scale reviewed. Discussed each salary range. Further research needed and will table discussion for next meeting.

****Long Range Plan** Updated Long Range Plan was handed out and reviewed. Couple suggestions for changes: font, grammar corrections. David made a motion to approve new Long Range Plan with corrections discussed. Barbara seconded. All in favor. Motion approved.

Legislature Report Jessica had nothing new to report.

Old Business

A. CIN Report Last meeting was all KOHA related. Nothing new to share.

Committee Reports

B. Building Committee Nothing new to share.

C. Fundraising Committee Nothing new to share.

New Business

A. **Annual Bonuses and Library Staff/Holiday Gathering Discussed prior year's annual bonuses. Deb made a motion to give director \$200, the two part time employees \$100 each and the employee that works minimal hours each week \$50. Barb seconded. All in favor. Motion approved. Set library holiday gathering for December 13th at 3 P.M.

Kudos/Comments/Concerns

Adjourn Deb made a motion to end the meeting at 5:16 P.M. Barb seconded. Meeting ended.

Next Meeting: January 10, 2023 3 P.M.NO DECEMBER MEETING****

****Denotes action items**