



**Priest Lake Public Library  
Board of Trustees Regular Meeting  
Priest Lake Public Library Meeting Room  
Tuesday, January 10, 2023 @ 3:00 P.M.**

**Meeting Minutes**

**Call to Order** Nancy called the meeting to order at 3:03 P.M. Present were Library Director, Jaime Yob; Board Members Jessica Rogers, Barbara Bencotter, David Rogers, Deb Sudnikovich and Nancy Bushman, Accountant, Frankie Dunn.

**\*\*Approval of Agenda** Deb made a motion to approve the agenda as is. Barb seconded. All in favor. Motion approved.

**\*\*Approval of Prior Regular Meeting Minutes** Deb made a motion to approve the prior regular meeting minutes, Jessica seconded. All in favor, Nancy abstained from voting since she wasn't at prior meeting. Motion approved.

*Board Member David Rogers arrived around 3:07 P.M. after all the above during treasurer report*

**\*\*Treasurer Report – November & December** Frankie gave a financial report. The board was handed & emailed the following financial reports for November & December: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison, and Payroll Summary. Nancy completed trustee quarterly audit.

**1. Monthly Statements & 2. Approval of Bills (November and December)** Deb made a motion to approve November & December bills and monthly statements as presented. Jessica seconded. All in favor. Motion approved.

**3. \*\*CARR Account** continued discussion on CARR fund account. Capital Assets Replacement and Repair Fund. Deb handed out Statute 33-2724 which was reviewed by the board. There is no mention in the statute that a separate account has to be set up for a CARR fund. The By Laws say a Capital Assets Replacement and Repair Fund will be established but also doesn't mention anything about needing a separate account. The district pays fees with US Bank to have the CARR fund account as a separate account. Accountant Frankie suggested the CARR fund account be a line item in Quickbooks vs a separate account. Deb made a motion to close US Bank account number ending in 4762 and move that balance to a Capital Assets Replacement and Repair Fund line item in Quickbooks and plan to use as the statute states. David seconded. All in favor. Motion approved.

**Library Chair Report** Nancy reported her trustee position seat 1 expires in May 2023 and she will not be running for another term.

**Historian Report** Article highlighting the library programs was in the Miner Extra this week ☺

**Legislature Report** Jessica reported that the 2023 Idaho legislature has went back into session and the topics are education. She will watch for anything regarding libraries.

**Library Director Report November - December & 2022 Stats Yearend Report** Director reviewed the November & December Director Report. Busy November at the library, winter weather is not keeping people from venturing out. Director applied and was awarded multiple STEM Storytime in a Boxes presented by Idaho Public Television and Idaho Commission for libraries funded by Idaho STEM Action Center. District was also awarded a Kit to help support Idaho Family Reading Week activities along with 84 activity kits that were handed out to all the elementary students in December and home school families along with lots of free books to hand out. The activity kits were funded by the Idaho Association for the Education of Young Children. The kits were loved by all! Thank you Idaho Association for the Education of Young Children. Lots of training for new employees in both November and December. December was a steady month. We had a local young adult volunteer during the

month put in 30 hours. Director was once again able to get the monthly internet bill lowered by \$3,105 a month. Director is still working on getting Federal & State funds for fiber to be brought to the library. There is conduit in the ground already up both sides of the lake that fiber can be put in. Local patron that is a photographer donated 75 CDs to sell and all proceeds can go towards the building expansion fundraiser. He has more CDs if needed.

### **Committee Reports**

- A. Building Committee** Nothing new to share.
- B. Fundraising Committee** Nothing new to share.

### **New Business**

- A. 2023 Facilities Funds for Idaho Libraries** Director handed out the 2023 Facilities Funds for Idaho Libraries information sheet and it was reviewed. No additional information released to date. This funding could help with a building expansion. Grant Application will be released in February 2023. The director will be filling out an application for the district to apply for funding. The board will help with the application.

### **Old Business**

- A. CIN Report** Nothing new to share.

**\*\*Policy Review** Director handed out Addendum II Salary Scale that was discussed at the last meeting. Deb handed out a revised copy she worked on which was reviewed by the board. Deb made a motion to change the salary scale as discussed in the meeting. Barb seconded. All in favor. Motion approved. Director will update the policy as discussed.

*Policy #14* reviewed. No revisions needed. Updated reviewed date.

*Policy #18* reviewed. No revisions needed. Updated reviewed date.

### **Kudos/Comments/Concerns**

**Adjourn** Deb made a motion to end the meeting at 4:35 P.M. Jessica seconded. Meeting ended.

**Next Meeting: February 14, 2023 3 P.M.**

**\*\*Denotes action items**