



**Priest Lake Public Library
Board of Trustees Regular Meeting
Priest Lake Public Library Meeting Room
Tuesday, February 14, 2023 @ 3:00 P.M.**

Meeting Minutes

Call to Order Nancy called the meeting to order at 3:04 P.M. Present were Library Director, Jaime Yob; Board Members Nancy Bushman, Jessica Rogers, Barbara Bencoter, David Rogers, Deb Sudnikovich and Accountant, Frankie Dunn

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

****Approval of Prior Regular Meeting Minutes** Most up to date prior meeting minutes handed out and reviewed. The minutes were emailed to all the board members prior to the meeting and after they were emailed Director found spelling corrections needed: Spare changed to separate, spend changed to use and E in extra capitalized. Jessica made a motion to approve the prior regular meeting minutes with changes director noted, Deb seconded. All in favor. Motion approved.

****Treasurer Report – January** Frankie gave a financial report. The board was handed & emailed the following financial reports for January: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison, and Payroll Summary. The Operating Budget says for December 31, 2022 in error, should say January 2023.

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

Library Chair Report Nothing to report.

Historian Report Nothing to report.

Legislature Report Nothing to report.

Library Director Report January Director reviewed the January Director Report. Library was busy with lots of fast ins and outs. Circulation numbers down. Holds borrowed down but holds loaned are up. Internet similar to last year. 30% new visitors on website.

Committee Reports

A. Building Committee Committee did not meet.

B. Fundraising Committee Committee did not meet.

Old Business

A. CIN Report Director reviewed highlights of January CIN meeting. The topic of changing CIN name was brought up and discussed at CIN meeting. Topic tabled for future CIN discussion. Freegal is being discontinued. The district does not currently pay anything for Freegal.

New Business

A. **Audit Letter of Engagement Auditor letter of engagement passed around for yearend 2022 audit. The date in the letter needs to be updated to 2023. Director will have auditor correct. Deb made a motion to accept audit letter of engagement with the date corrected for yearend 2022 audit and ok to proceed with letter of engagement once the date is corrected. All in favor. Motion approved.

- B. **Internet** Director reviewed internet proposals received.
- C. **2023 Facilities Funds for Idaho Libraries, Letter of Intent** Director handed out all the information received regarding the 2023 Facilities Funds for Idaho Libraries including the upcoming timeline of deadlines. Suggestion by a board member to have a facilities committee. Director shared the interested contractors that have stopped by to date and shown interest. One bid received. Letter of intent is due 2/27/23. Recommendation made to have Rehea Warren help with future grant writing and possibly help fill out the letter of intent application. Jessica made a motion to pursue this capital improvement project and board ok to complete a letter of intent to apply for funds and fill out application. Barb seconded. All in favor. Motion approved. Nancy and director will work on the letter of intent and application.
- D. ** Executive Session 74-206(1) b: Director Yearly Review** Deb made a motion to go into Executive Session 74-206(1) b for the Director Yearly Review at 4:07 P.M. . David seconded. David voted yes, Jessica voted yes, Barb voted yes, Nancy voted yes and Deb voted yes. Motion approved. The board went into executive session along with director and accountant Frankie. Jaime left executive session at 4:30 P.M. Frankie left executive session at 4:44 P.M. The board brought Jaime into executive session at 5:19 P.M. The board came out of executive session at 5:22 P.M. Nothing further was discussed.

Kudos/Comments/Concerns

Adjourn Nancy made a motion to end the meeting at 5:23 P.M. Jessica seconded and meeting ended.

Next Meeting: March 14, 2023 3 P.M.

****Denotes action items**