



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

Meeting Minutes

Call to Order Jessica called the meeting to order at 3:05 P.M. Present were Library Director, Jaime Yob; Board Members Jessica Rogers, David Rogers, Deb Sudnikovich, Nancy Bushman on the phone and Accountant, Frankie Dunn

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

****Approval of Prior Regular Meeting Minutes** Deb made a motion to approve the prior regular meeting minutes, David seconded. All in favor. Motion approved.

****Treasurer Report – February** Frankie gave a financial report. The board was handed & emailed the following financial reports for February: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison, Payroll Summary, updated January Transaction List. All questions answered. David completed quarterly audit.

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

Library Director Report February Director reviewed the February Director Report. Steady flow of traffic this month. Circulation and Holds down from prior year. Internet use about the same. Director received a grant for 150 books to hand out at the library Priest Lake Spring Festival booth. Grant from Outreach for Underserved Children Program 2022-2023. Director will also get 25 free teen books to add to the Laundromat Literacy Center in Coolin. There was discussion about how there was almost 500 items being borrowed from this library in February in our inter library loan consortium (CIN) along with a big amount loaned out in January. There is an expense associated with having an employee gather holds and processing holds on a regular basis. Director reviewed the advantages of being in a library consortium vs not being in one. There is a lot of disadvantages to the library and to the patrons it serves if they are not part of a library consortium. Director showed on a computer to everyone at the meeting how a hold works on a library item in Koha. Director will look into costs associated with Priest Lake Library not being a member of CIN and present at a future board meeting.

Library Chair Report Nancy reported 4 open board positions. Jessica and David have both submitted petitions for candidacy. Barb plans on returning hers this week. No others to date have been received.

Historian Report Barb not at the meeting. Director passed around a very nice article that was in the Beacon this week about the Director and her March 3 year anniversary.

Legislature Report Jessica reported she hasn't seen anything new.

Committee Reports

A. Building Committee Committee did not meet and had nothing to report.

B. Fundraising Committee Committee did not meet and had nothing to report.

****Policy Review**

Policy #17 Review: This policy was previously reviewed but final review was never completed. Changes- On #14 policy is 32 and not 31, added #19 which is new. Added Incident Report paragraph at the bottom. Deb made a motion to accept changes discussed. David seconded. All in favor. Changes to Policy #17 will be updated.

Discussed patron pets in the library. Nancy wants a policy #33 added to only allow service animals into the library for safety. She will work on and bring a draft copy to review to the next board meeting.

Deb wanted to discuss holidays that the library is closed. There was recent complaints when the library was closed for Christmas and New Years. Director handed out current policy page 12 C (2) Holidays. All the holidays listed are federal holidays. The board wants the library to be open on some federal holidays so that patrons in the community can use the library that day. Recommendation made to be open the day after Thanksgiving. Director will contact IcFI and find out what rules surround libraries closing on federal holidays. All local libraries are closed on all federal holidays. There was discussion about how the library budgeted for 7 closed holidays and not the 10 listed and closing the library on holidays is part of the benefits for the director.

Old Business

- A. CIN Report** Director reviewed highlights of February CIN meeting: Vote to end Freegal, each library can change nonresident fees and a possible increase in KOHA fees this year in June with ByWater.
- B. ** 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 4:13 P.M. David seconded. David voted yes, Jessica voted yes, Nancy voted yes and Deb voted yes. Motion approved. The board went into executive session along with accountant Frankie at 4:14 P.M, everyone else left the room. Frankie left executive session at 4:34 P.M. The board brought director into executive session at 5:11 P.M. The board came out of executive session at 5:59 P.M. Deb made a motion to give the director a 1% raise starting in March. David seconded. David voted yes, Jessica voted yes, Nancy voted yes and Deb voted yes. Motion approved. David will be in touch with director on an updated evaluation format.

Kudos/Comments/Concerns

Adjourn Deb made a motion to end the meeting at 6:00 P.M. David seconded and meeting ended.

Next Meeting: April 11, 2023 3 P.M.

****Denotes action items**