



**Priest Lake Public Library  
Board of Trustees Regular Meeting  
Priest Lake Public Library Meeting Room  
Tuesday, April 11, 2023 @ 3:00 P.M.**

**Meeting Minutes**

**Call to Order** Nancy called the meeting to order at 3:00 P.M. Present were Library Director, Jaime Yob; Board Members Jessica Rogers, David Rogers, Nancy Bushman, Barb Benscoter, Accountant, Frankie Dunn and future new board trustee Suzanne Duntley along with a couple patrons.

Director introduced Suzanne Duntley who will be replacing Nancy Bushman after the May election. Discussed upcoming May election and there will be no trustees on the ballot because no candidates ran against any of the trustee positions that were open.

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

**\*\*Approval of Prior Regular Meeting Minutes** Minutes were handed out, reviewed and discussed. Spelling error under CIN Report, should be fees and not fess. Under old business there was two topics and both were labeled A. Second one needs to be a B. Under Executive session a suggestion to redact a sentence that was discussed in executive session. Jessica made a motion to approve the prior regular meeting minutes with changes discussed, Barb seconded. All in favor. Motion approved.

**\*\*Treasurer Report – March** Frankie gave a financial report. The board was handed & emailed the following financial reports for March: Operating Budget Report, Balance Sheet, Transaction List, Profit & Loss, Profit & Loss Prev Year Comparison and Payroll Summary. All questions answered. Director briefly discussed library bank status. Bank accounts were never switched to STCU because Trustee Chair Nancy Bushman was not going to sign up for another term so the switch has been on hold until Nancy is replaced and a new decision on who is going to be on the accounts is made. Director suggested talking about it at the yearly June meeting which will be when the new trustee term will start. Director mentioned that the library US Bank account is now over the FDIC insured amount of \$250,000 per depositor, per insured bank and recommends other options are looked into to protect the funds above the insured amount. Director discussed quotes received for wiring cameras. There was multiple other electricians mentioned to reach out to for a quote. Director will continue to locate more security wiring quotes.

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

**Library Director Report March** Director reviewed the March Director Report and answered all questions. Steady flow of patrons this month. Above average internet usage on 3 days. Director applied for and was granted a Financial Literacy Story Books & Materials award. This came with 150 of each of their 8 books along with bookmarks and multiple marketing posters. Plan is to hand all out to the PLE children during their visits and homeschool families. 13 hours of volunteer time put in this month. We have a preschool storytime weekly helper that is probably going to stay for the summer and volunteer help for our summer reading program. Library received a \$1,000 general donation. Patron helped with a winter building expansion fundraiser that raised \$60 and is hoping to do a summer one also. Building Expansion funds are now \$33,462. Multiple positive library articles in the newspaper this month. One was about a Wilderness Program and the other was about the directors 3 year anniversary that just passed & thanking her for services.

**Library Chair Report** Nancy has been working on a pet policy, will discuss during policy portion of agenda. Library attorney reached out to Nancy and asked if the library needs assistance with banned books? Director attended an *Under Scrutiny During Book Challenges* zoom conference call earlier today put on by the American Library Association and director recommends we don't incur an attorney

expense at this time, lots of good ideas to prepare for the challenges were discussed. There is a lot of free outside resources to help with the challenges libraries are facing right now.

**Historian Report** Barb briefly reviewed the two library articles that were in the newspaper in March, Wilderness Program and Director Anniversary. Mention of a Smithsonian traveling exhibit in our area this summer and she is going to find out more information about.

**Legislature Report** Jessica reported bill 666 turned into 314 and passed the house and senate and was vetoed by Governor Little. The house couldn't get 2/3 majority to rule but he agrees with the bill. Briefly discussed what this bill is for. Possible it will pass next time. Arkansas and some other states have already passed it and highly possible theirs will be challenged at the Supreme Court level and next year there will be case law surrounding the issue.

## **Committee Reports**

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

- 1. 2023 Facilities Funds for Idaho Libraries** Per an email at the beginning of April the state approved the funding for this grant. Details are being finalized and then the application will be opened. Director received an email right before this meeting, the library letter of intent was accepted and it was determined that we meet the minimum eligibility requirements to continue the process. The application closing date of May 26<sup>th</sup> will be extended to allow for the full seven week application period. Application has not been opened as of yet but will be soon. They are going to fund five projects at the \$500,000 level. Discussion of how to move forward. We are going to start collecting bids, try to narrow it down to one before the application closes. Possible seeking help with writing the grant. After the grant is awarded in early July, the board will set up a community meeting to incorporate what the community would like to see in an expansion within the building parameters of this grant. Director will continue to work on recruiting contractors and looking for patrons that would like to be on this building committee if the grant is awarded.

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

**\*\*Policy Review** Nancy reviewed the research she has completed about pet policies. She looked at four different pet policies. Different businesses had their pet policies located in different parts of the policy. She had a couple questions to discuss with the board about her research and will bring a couple rough drafts to review at the next meeting. Director asked IcFI public library consultant if the library can be open on federal holidays and he reported that there are no laws regarding this and it is covered by each entities personnel policy. Director reviewed labor laws and employers do not need to pay holiday pay. There was a discussion that the library serves the community and should be open on some of the Federal Holidays since the schools are closed. Board suggestion made to have the library do a program about the holiday on that day. This part of the policy has not been reviewed yet by the board since the full policy review was started in Fall of 2019, there are multiple different pages in the main policy book regarding what federal holidays the library is closed for. It's not clear which is most up to date. Reviewed all of the Federal holidays and the policy should have these listed as the closed holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas. Someone is going to look into what holidays the school is closed for.

## **Old Business**

- A. CIN Report** Director reviewed highlights of the March CIN meeting. FY 23-24 budget was presented, \$1697.96 a year for CIN member fees. Last year it was \$1,540.75 a year. Director reviewed the research she completed regarding costs associated with Priest Lake Library not being part of the CIN consortium. Depending on what was going to be offered to patrons, it could cost anywhere from \$20,000-\$100,000 a year to have our own software package for an integrated system. Director went over all the individual prices of some of the features that are used a lot by patrons and are not part of the software programs offered so would need to be individually paid for. CIN costs around \$56,000 a year and Priest Lake

Library portion to be a member is around \$1,600 a year. Director recommends the library stay a member of CIN, it offers many benefits to our patrons for a fraction of the cost if the library was not a member and had to pay for each service separately. There was mention at this CIN meeting of possible traveling displays in our region, more information to come in the future.

### **New Business**

- A. \*\*Set Budget Hearing** Jessica made a motion to set Budget Hearing for August 8<sup>th</sup>, 2023 at 3 P.M. Barb seconded. All in favor. Motion approved. Jaime will notify Bonner County Clerk.
  
- B. \*\*Executive Session 74-206(1) b : Director Yearly Review** David made a motion to go into Executive Session 74-206(1) b for the Director Yearly Review at 5:01 P.M. Barb seconded. David voted yes, Jessica voted yes, Nancy voted yes and Barb voted yes. Motion approved. The board went into executive session along with accountant Frankie at 5:01 P.M, everyone else left the room. Frankie left executive session at 5:21 P.M. The board brought director into executive session at 6:26 P.M. The board came out of executive session at 6:40 P.M. Nothing further was discussed.

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

**Adjourn** Jessica made a motion to end the meeting at 6:40 P.M. Barb seconded and the meeting was ended.

**Next Meeting: May 9, 2023 3 P.M.**

**\*\*Denotes action items**