

**Priest Lake Library District
Board of Trustees Regular Meeting
Priest Lake Library Meeting Room
Tuesday, June 13, 2023 @ 3:00 P.M.
This meeting started after the Annual Meeting was over**

Meeting Minutes

Call to Order Deb called the meeting to order at 3:20 P.M. Present were Library Director, Jaime Yob; Board Members, Jessica Rogers, David Rogers, Deb Sudnikovich, Suzanne Duntley, Barbara Benscoter; Accountant Frankie Dunn.

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

****Approval of Prior Meeting Minutes 5.9.23 & 5.22.23** Both meeting minutes were handed out, reviewed and discussed. On the 5.9.23 Meeting Minutes CIN was missing from next meeting under old business and new business. Jessica made a motion to approve 5.9.23 meeting minutes with CIN added as discussed. Barbara seconded. All in favor. Minutes approved. David made a motion to approve 5.22.23 special meeting minutes. Barb seconded. All in favor. Minutes approved.

****Treasurer Report May** Frankie gave a financial report. The board was handed & emailed the following financial reports for May: Budget Vs Actual, Balance Sheet, Transaction List, Profit & Loss, Comparative Profit & Loss, and Payroll Summary. Discussed bank switchover. Jessica made a motion to continue with the Sept 13th 2022 bank switchover decision from US Bank to STCU with Newport, WA being the signing branch and to take prior accountant Rebecca Phillips off the US Bank account and the Amazon Credit Card and Board Chair Trustee Deb Sudnikovich, Board Trustee Treasurer David Rogers and library Director Jaime Yob will all be listed on the accounts and all signers. David seconded the motion. All in favor. Motion Approved.

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

Library Director Report May 2022 Director reviewed the May Director Report and answered all questions. Priest Lake Construction graveled, grated and removed all the potholes on the library driveway at no cost. Over 2,000 patrons this month. Lots of book donations. Over 44 hours of volunteer time put in during May. On Memorial weekend the library had a booth at the Priest Lake Spring Festival for the 2nd year and it again was a huge success and well received. The Outreach Book Grant provided FREE books to 175+patrons of all ages. Over 225 patrons of all ages used the three stations that were at the booth. The BE raised over \$253. 8 bins of book barn books were sold for BE fundraiser. 13 volunteers helped in some capacity during the festival. 5 Star Google review on library business profile "I love our little historic library and thank you for all the people that run it."

Library Chair Report Deb completed quarterly audit.

Historian Report Barbara has not seen any new articles. Director handed out to review two very nice Thank You the library staff received from one of the book clubs.

Legislature Report Jessica had nothing new to share.

Committee Reports

A. **Building Committee** Committee did not meet.

2023 Facilities Funds for Idaho Libraries Discussed status. Rhea did not have time to help with grant writing. Director completed the grant and submitted the application. Reviewed grant submitted and timeline of finding out. 25 libraries are all requested top tier grant. Director recommended the board have a meeting ASAP if the library is awarded the grant to interview contractors that have shown an interest.

B. **Fundraising Committee** Committee did not meet.

****Policy Review** Director handed out Policy #17 with #14 Pets policy added. Multiple format changes requested to Policy #17 and a sentence added. Director will update the policy and bring updated policy to the next board meeting.

Old Business

A. CIN Report Director reviewed recent CIN meeting highlights. FY 23-24 Budget Approved. Joint Powers Agreement adopted. CLN minor cards go active 6.1.23. Library of Things, discussed the possibility of a new universal waiver.

New Business

- A. Audit** All board trustees were forwarded the audit for FY 2022 prior to the meeting. Briefly discussed. Auditor report came back good.
- B. 2023-2024 Budget Review** Director handed out a preliminary FY 2024 budget which was discussed. Treasurer and Director will finalize the budget for the July board meeting review.

Kudos/Comments/Concerns

Adjourn Barbara made a motion to adjourn the meeting at 4:51 P.M. Jessica seconded and the meeting was ended.

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

****Denotes action items**