



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

Call to Order Deb called the meeting to order at 3:07 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** Regular meetings minutes and yearly meeting minutes were handed out and reviewed. Suzanne made a motion to approve the yearly meeting minutes as presented. David seconded. All in favor. Motion approved. At the last regular meeting there was a motion made to proceed with bank switch and motion was not included in the minutes by accident, typed on a different sheet and it didn't get added in. Jessica made a motion to approve the meeting minutes with the motion added to proceed with the bank switch. David seconded. All in favor. Motion approved. Minutes will be updated. Director mentioned a typo in May 2023 Meeting Minutes; CDA should be CIN. Jessica made a motion for the typo correction in the May 2023 meeting minutes. David seconded. All in favor. Motion approved and director will update the minutes.

****Treasurer Report – June** Frankie gave a financial report. The board was handed & emailed the following financial reports for June: Operating Budget Report, Profit & Loss Prev Year Comparison, Balance Sheet, Transaction List, Profit & Loss, and Payroll Summary. Printer is no longer working. Reports showed it printed over 100,000 sheets. Director requested up \$1,030-\$1,200 to replace with same one, it's on sale right now. Jessica made a motion to approve purchase of a new printer. Barbara seconded. All in favor. Motion approved. Director would like to have brush and down trees around the library cleaned up to help with fire protection. Discussed with a couple businesses and estimates range from \$1,000-\$2,000. Suggestion made to look into the Idaho Bonfire Program for a possible grant. Director reported possible sewer repairs needed but doesn't appear to be an expense for the library, Sewer district will complete the repairs. Discussed security cameras and all the quotes for the electrical & installation. Director was asked to follow-up one more time with the lowest quote and see if they would like to complete the installation. There has been Building Expansion (BE) fundraiser expenses put on the library credit card. Director contacted Public Library Consultant Clay Ritter to discuss using a credit card which is paid in full by public funds each month, to buy BE fundraiser expenses... is that ok? and what is the best way to handle BE expenses when the account does not have checks or a debit card? Reviewed his reply *"I would say that as long as you track that money and you are being transparent as possible with the public funds. The decision on how you carry this out is up to your board. Make sure they make that determination in an open meeting and you should be ok. Other than that I would think maybe reaching out to your auditor to make sure you are doing something they can track easily for your audit if needed."* Director discussed this with the district auditor and he agrees with Clay on handling. All BE expenses have been marked as related to BE expenses. Director recommends at the end of each fiscal year the building expansion account reimburses the public funds account for any expenses during the year that were BE related. All five board members are ok with the public funds account being reimbursed by the BE account at the end of each fiscal year.

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

Library Director Report June Director reviewed the June Director Report and answered all questions. Busy start to the summer with over 2,600 patrons coming in and lots of book donations. A record 87 volunteer hours put in! Summer Reading Program Launch. Lots of patrons working remotely and reserving the conference room.

Library Chair Report Deb had nothing new to report.

Historian Report Barbara handed around an article from the Spokesman Review regarding House Bill 314. Director will email the article to all board members.

Legislature Report Brief discussion about article mentioned above in Historian report and House Bill 314.

Committee Reports

A. Building Committee

2023 Facilities Funds for Idaho Libraries Director reviewed and read the email received for the Facilities Grant Timeline Update. Qualification deadline was moved to July 28th due to scheduling conflicts.

B. Fundraising Committee Committee did not meet.

****Policy Review** Director handed out updated Policy #17. No further suggestions were added. Policy#17 Updates- NEW #14. Word *furthermore* deleted and the numbers 14 and 15 below that were deleted. 16,17,18,19 changed to 1,2,3,4. At the end of new #3 (was #18 prior to change) added *or at the discretion of staff*.

Jessica made a motion to approve the changes to Policy #17. Suzanne seconded. All in favor. Motion approved. Director will update the policy.

Old Business

- A. CIN Report** Director reviewed recent CIN meeting highlights. West Bonner has new minor card terms of agreement, reviewed a copy of their agreement. They are requiring all minor parents to sign new agreement or their minor accounts will be restricted and/or closed. CIN is looking at a single hold notice email vs individual notices being sent out when holds are received. Turning on guarantors' ability to combine family into one account in Koha.
- B. **2023-2024 Final Budget Review** Handed out final budget for FY 2023-2024. Treasurer and Director meet and finalized the budget and reviewed their adjustments with all the trustees. David made a motion to approve the final budget. Suzanne seconded. All in favor. Motion approved. Budget Hearing will be August 8, 2023 at 3 P.M.

Accountant Dunn left at 4:55 P.M.

New Business

- A. **Executive Session 74-206(1)b: Director Yearly Review** David made a motion to go into executive session 74-206(1)b for continued director yearly review. Barbara seconded. Deb voted Yes, Suzanne voted Yes, Jessica voted Yes, David voted Yes, Barbara voted Yes. Motion approved. The director left the room and the board went into executive session at 4:58 P.M. The director was brought back into the room at 6:23 P.M. The board came out of executive session at 6:41 P.M. Nothing further was discussed.

Kudos/Comments/Concerns

Adjourn Jessica made a motion to end the meeting. David seconded. All in favor. Motion approved. Meeting ended at 6:41 P.M.

Next Meeting: August 8, 2023 3 P.M. Regular Meeting & Budget Hearing

****Denotes action items**