

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

**Meeting Minutes**

**Call to Order** Meeting called to order at 3:07 P.M. by trustee Deb. Present were Library Director-Jaime Yob; Board Members-Jessica Rogers, David Rogers, Deb Sudnikovich, Barbara Benscoter; Accountant- Frankie Dunn. Quorum present.

**\*\*Approval of Agenda** Motion by trustee Jessica: move to approve the agenda. Seconded by David. Motion approved.

**\*\*Approval of Prior Regular Meeting Minutes 10.10.23 & Special Board Meeting Minutes 11.10.23** Both meeting minutes handed out and reviewed. Motion by trustee Jessica: move to approve the meeting minutes as presented for 10.10.23. Seconded by trustee Barb. Motion approved. Motion by trustee Barb: move to approve the meeting minutes as presented for 11.10.23. Seconded by trustee David. Motion approved. Jessica abstained for this motion, she didn't attend special meeting.

**\*\*Treasurer Report October** Frankie gave a financial report. The board was handed & emailed the following financial reports for October: Operating Budget Report, Profit & Loss Prev Year Comparison, Balance Sheet, Transaction List, Oct Payroll summaries and Profit & Loss. The highlighted Computers & Suspense line on Operating Budget is just an error and shouldn't be highlighted. All questions answered.

1. **Monthly Statements & 2. Approval of Bills** Motion by trustee David: move to approve October bills and monthly statements as presented. Seconded by trustee Jessica. Motion approved.
2. **Year-End Reporting** No FY end report done.
3. **Review CARR Account** Handed out *Idaho Statute 33-2724* and Bylaws Article Section IX-Budget Section 4 (pg 6). End of FY 22-23. Discussion about if funds should be put in CARR account. Current balance is \$93.24. Decision made to not move any funds into CARR account at this time.

**Library Director Report October** Director reviewed the October Director Report. Steady month with 1,702 visits. During October the library got ready for winter. Lowlights: continued lack of private areas for people to be. Discussed different options that might help without doing a building expansion. Bag of books \$5 fundraiser for BE in October, 16 bags sold. School visits in full force and going well. PLE patrons all got a FREE book on their visit for the second month in a row ☺

**Library Chair Report** Deb has been spreading the word about a Friends of the Library group but has found no interested patrons as of yet. Most of the people approached are retired and have busy schedules volunteering at other local organizations.

**Historian Report** Barb presented and has shared the open Trustee Position on online social media. Couple people interested.

**Legislature Report** Jessica presented the legislature report. Nothing new to report.

**Committee Reports**

- A. **Building Committee & B. Fundraising Committee** Committees did not met. Discussed need to find helpers to re-establish a building expansion plan. Discussed need for a Friends of the Library group & how they can help.

**\*\*Policy Review** Prior to the meeting a library staff member approached the board about possibly helping with grant writing and briefly mentioned a couple grants that she has found that the library might be interested in, but they are due in December. Board discussed Policy #20 and the librarians offer to help with grant writing. Motion by trustee Jessica: move to add "*and/or board chair approval.*" To the end of paragraph three in Policy #20. Seconded by trustee David. Jessica voted Yes, Barb voted Yes, David voted Yes and Deb voted Yes. Motion approved. Director will update Policy #20. Deb and Director will review Grant Writing Proposal once it is received and make a decision on if a librarian should be hired to look into the December due grant.

*Jessica left around 3:45 P.M.*  
*Frankie left around 3:50 P.M.*

**Old Business**

- A. **CIN Report** Director presented October CIN report. Discussed Overdrive usage for lake patrons and CDA patron usage (biggest user) and CIN will be looking at changing the formula for cost share because of increased Overdrive costs and CDA's portion predicted for this next year. More to be discussed at future meetings. CIN is also looking into Aspen and Discovery for Koha catalog which has been pricey in the past but is well liked by the consortiums out there that are using them.

**New Business**

- A. **\*\*Annual Employee Bonus** Discussed prior year's annual bonuses. Motion by trustee David: move to give annual bonuses to library staff; director \$300, part time employees \$150 each and the fill in employees \$75. Seconded by trustee Barb. Motion approved.
- B. **Annual Library December Gathering** Discussed and set date for December 15, 2023 at 2:30 P.M. There will be a gift exchange for anyone that would like to participate.

**Kudos/Comments/Concerns**

**Adjourn** Motion by trustee Barb: move to adjourn the meeting at 4:10 P.M. Seconded by trustee David. Meeting ended.

**Next Meeting: January 9, 2024 3 P.M. Regular Meeting**

**\*\*Denotes action items**