


Priest Lake Library
Board of Trustees Regular Meeting
Priest Lake Library Meeting Room
Tuesday, January 9, 2024 @ 3:00 P.M.

Meeting Minutes

Call to Order Meeting called to order at 3:08 P.M. by Trustee Jessica Rogers. Present were Library Director-Jaime Yob; Board Trustee Member- David Rogers. Accountant- Frankie Dunn. Visitor Laura Hall. On the phone was Board Trustees Barbara Bencotter; Jessica Rogers, visitor Bea Maglaby. Quorum present. *Trustee Deb Sudnicovich joined the meeting around 3:14 P.M.*

****Approval of Agenda** Motion by Trustee David: move to approve the agenda. Seconded by Trustee Barb. Motion approved.

****Approval of Prior Regular Meeting Minutes 11.14.23** Meeting minutes handed out, emailed and reviewed. All questions answered. Motion by Trustee Barb: move to approve the meeting minutes as presented for 11.14.23. Seconded by Trustee David. Motion approved.

****Treasurer Report Nov-Dec** Frankie gave a financial report. The board was handed & emailed the following financial reports for Nov-Dec: Operating Budget Reports, Profit & Loss Prev Year Comparisons, Balance Sheets, Transaction Lists, Payroll Summaries, Profit & Loss and end of Oct new transactions. All questions answered. Trustee David completed quarterly audit prior to the meeting.

Trustee Deb joined the meeting around 3:14 P.M.

Additional invoice received for new camera installation for \$1,000. Director requesting approval to pay in full, invoice in line with installation. Motion by Trustee Jessica: move to approve additional payment for new camera install. Seconded by Trustee David. Motion approved.

1. **Monthly Statements** & 2. **Approval of Bills** Motion by Trustee David: move to approve Oct, Nov & Dec bills and monthly statements as presented. Seconded by Trustee Jessica. Motion approved.

Library Director Report Nov-Dec & 2023 Stats Yearend Report Director reviewed the Nov & Dec Director Reports. Busy two months. Received over \$7,400 in Building Expansion donations. PLE visits are going well. Handed out the 2023 Stats Yearend Report but did not review.

Library Chair Report Deb had nothing new to report. Lots of compliments received about the library.

Historian Report Barb found an article from The Miner Extra dated January 2023 and the paper published upcoming events at the library. Request to email the paper and see if they can publish this again and include upcoming library events.

Trustee Barb ended call around 3:27 P.M.

Legislature Report Jessica had nothing new to report. Legislature back in session as of yesterday. She hasn't heard of anything library related or anything about House Bill 666.

Trustee Barb called back around 3:30 P.M.

Committee Reports

A. Building Committee & B. Fundraising Committee Committees did not met.

****Policy Review** Grant proposal received in December and emailed to the board. Discussed Pros of having a grant writer. Expenses are in the budget. Discussed starting with 4 hours a month. Would consider more hours if a good grant was found. Recommendation to try for 6 months and see how it works out and there should be a contract. Going to add verbiage to grant proposal submitted and use that for the contract. Discussed what to do if a grant is found and there was a suggestion for Director and Board Chair to review and approve any additional time that's requested. Motion by Trustee David: move to proceed forward with hiring for grant writing services with approval needed from Director & Board Chair for anytime needed over 4 hours with a maximum allowance of \$1,000. Seconded by Trustee Jessica. Motion approved. Director and Chair will draft up a contract and get it signed and move forward.

Old Business

A. CIN Report Director gave CIN report for November meeting. There was no December meeting. Other libraries are looking at creating an Older Young Adult collection. Up until recently there has never been a minor with access to Koha, discussed cons for having minors as employees in KOHA.

New Business

A. **Trustee Vacancy Seat 1- Appoint New Board Trustee & Administer the Oath of Office Laura Hall and Bea Maglaby are both interested in the Trustee position and went into detail why they each would like the position. Both interviewed and answered multiple questions presented. Motion by Trustee Jessica: move to appoint Laura Hall as new Board Trustee for Seat 1 Vacancy. Seconded by Trustee Barb. Motion approved. Bea was asked if she would be interested in starting a Friends of the Library group. She will discuss with the director when she is in the library next.

Bea ended her call around 4:07 P.M.

Chair Deb administered the Oath of Office for Laura Hall.

Kudos/Comments/Concerns

Adjourn Motion by Trustee Barb: move to end the meeting. Seconded by Trustee Jessica. Motion approved and meeting ended at 4:11 P.M.

Next Meeting: February 13, 2024 3 P.M. Regular MeetingDenotes action items**