

Clearwater Country Free Library District
Board of Trustees Annual Meeting
Minutes June 11, 2019

Meeting called to Order 5:00 pm by Trustee Kim Cox at the LCSC Orofino Outreach Center.

Present: CCFLD Board Members: Kim Cox, Board Elect: Jim Everett, Rosan Monaghan, Ellen Tomlinson, Ann Lozar.

Terri Summerfield, Director

Guests: See Attached sheet.

Oath of Office:

Jim, Rosan, Ellen, and Ann all took the oath of office and received their Certificate of Election. Ellen and Ann were given the Conflict of Interest and Ethics forms to review and sign.

Election of Officers: Kim nominated Jim Everett for Chairman. Ann 2nd, Approved. Rosan nominated herself for Chair. Ellen 2nd. Jim addressed the board with his recent training. Rosan withdrew her nomination. Jim approved as Chair. Jim nominated Rosan as Vice Chair. Ann 2nd, Approved.

Jim nominated Ellen as Treasurer, Rosan 2nd, Ellen declined the nomination. Ellen asked Kim if she was willing to be treasurer. Kim replied she had a full time job and could not dedicate her time to the Treasurer Position. Ann also declined the position. Kim said she would be Vice Chair. Rosan withdrew her nomination as Vice Chair and nominated Kim as Vice Chair, Ann 2nd, Approved. Jim nominated Rosan as Treasurer. Ann 2nd, Approved.

Rosan moved to accept Jim Everett replacing Jason Berreth as Chair, Rosan Monaghan replacing Marge Kuchynka as Treasurer and to be placed on the bank accounts at Wells Fargo ending in 2849, 3357, 2866, 6126, NO 2nd or approval.

Minutes: Kim moved to accept the minutes for the May 14th meeting. Rosan 2nd, Approved

Ellen moved to post the draft minutes on the board prior to the meeting and have 10 copies available for the public. Ann 2nd, Approved. Rosan moved to post the official minutes online, 2nd, Approved

Jim said there was a problem with the agenda being posted on the web page 48 hours prior to the meeting as required by Open Meeting laws. Terri reported that the agenda was posted last Wednesday. She addressed the board, reading a letter (See Attached) explaining what appeared to have happen, that the ICfL, which hosts the web page, must have done a restore. Cleo confirmed she had received an email from the ICfL stating they were having problems with their web server.

Jim asked to have a special meeting to review the budget presentations on June 18th 4:00 at Weippe.

Directors Report *(Director's reports & financial reports were emailed previously to board members. (See Attached)*

Terri expanded her report to review some of the topics presented at the PRIMA training including Public Records-Executive Sessions; Cyber attacks are seeing a huge increase. Ethics in Public Service and public official need to take caution not to accept gifts possibly even including meals or drinks that might be perceived wrong by the general public. Claims, torts and lawsuit; Open Meeting laws-all meetings need 5 days posting and 48 hr agenda posting. A discussion on compassion fatigue was presented. Bidding and purchasing laws were reviewed. Terri brought to the board's attention that Idaho Code states that an agency needs to go through a formal procurement process if awarding a contract for more than \$50K. Terri was not sure if this applied to the library. Emily Sitz, ICfL and Jim McNall, ICRMP were not sure and recommended asking the attorney. Jim Everett said he would call the attorney and stated in the future a board member will do the communication with the attorney. Terri said that at the PRIMA training they said that the designated custodian needed immediate access to the attorney.

Terri showed the board the three free books that the Friends of the Library purchased and were handed out to all K-5th graders at Timberline School at the Summer Reading Assembly. Terri gave a copy of books to Cleo for either CMPL's collection or for Summer Reading prizes.

Cleo emailed her report to the board prior to the meeting. (See attached)

Bills: Kim moved to accept the bills for May in the amount of \$7,923.69 Ellen 2nd, Approved.

Unfinished Business

CMPL Contract Committee Report- Rosan reported that CMPL still has not met to review the contract so the committee has not met either. Rosan suggested that the board have a committee meet in conjunction with the budget meeting on June 18th 4:00 at Weippe. This way there can be one agenda with the 2 items.

New Business

ICRMP Policy: Terri report that the deductible has increased to \$1000 and that the premium is going up from \$2770 to \$2825. Terri has incorporated the new rate into the budget.

Budget Presentations: Terri presented the budget for the District. (See Attached). Cleo and Kaye presented the budget for CMPL. (See attached)

Jo Sharrai reported CMPL had met and handed out revisions to the board. They would email Kim Cox a copy.

Terri explained the bank accounts and the auditors' request to have the treasurer review the bank statement and verify that it is equal with the reconciliation of the Quickbooks accounts and then sign those statements.

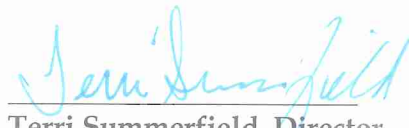
Adjourned: Kim moved to adjourn at 6:45 pm, Rosan 2nd. Approved

Next Meeting June 18, 4:00, Weippe

Approved: 7/9/19
Date



Jim Everett, Chair



Terri Summerfield, Director