

Clearwater Country Free Library District
Board of Trustees Annual Meeting
Minutes July 9, 2019

Meeting called to Order 5:00 pm by Chair Jim Everett at Weippe.

Present: CCFLD Board Members: Rosan Monaghan, Ellen Tomlinson, Ann Lozar. Kim Cox was absent but available via phone/text. Terri Summerfield, Director

Guests: Jim McNall, ICRMP; See Attached sheet.

Minutes: Discussion was held about the unfinished motion at the June meeting to put the new chair and treasurer on the Wells Fargo bank accounts. The motion was made but not 2nd, or approved. Rosan moved to accept the minutes for the June 11th meeting as presented. Ann 2nd, Approved.

Audit: Jordan Zwygart presented the FY18 Audit to the board. Questions and comments were held. Jordan gave the District a clean review with no discrepancies or concerns. Ann moved to accept the audit as written and approved as received. Rosan 2nd, Approved.

Treasurer's Report: Rosan reviewed the quarterly financial reports. Rosan will check with Jordan Zwygart to clarify what the "Payable" accounts are on the balance sheet.

Officer's to be placed on Bank Accounts: Terri said this is the motion that needs remade and finalized from the previous meeting. Jim Everett said this was the same agenda item listed under new business and the board can discuss it under new business.

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

No addition. Board commented on grants received from the Weippe Fraser Recreation District; \$1600+ for DVD/Youth books and the \$3000 for the kayaks and paddle board. Ellen will write a thank you letter on behalf of the board to the Rec District.

Bills: Rosan moved to approve the bills for June in the amount of \$8988.13. Anne 2nd, Approved.

CMPL Reports:

Director: Cleo emailed her report to the board prior to the meeting. (See attached) Cleo added that all new employees will have a background check as per their risk management.

New Business

Review/Discussion of Library Trustee Roles in District related to Finance.

General discussion on the roles of the Trustees/Treasurer/Library Director as they relate to finances and outlined in the statues. Further discussion will take place in the future with a Trustee Orientation.

Separation of Library Operation Expenses and Admin Expenses

Ellen wanted to see a separation of library accounts from administration accounts on the Quickbooks to be able to see how much was in each account. Rosan clarified that the accounts are separated and that only she and Jim will be on the District accounts and Jim, her and Terri will be on the library accounts. Rosan stated there is a separation already in place. Terri asked the Board to look at the balance sheet. She reviewed the separation of the District accounts and library accounts and she stated she could print up those reports daily at the board's request. Terri suggested providing the board with samples of different Quickbooks reports showing the breakout of accounts. Board agreed.

Budget: Chair wanted to skip down to next agenda item.

Names on Accounts: Jim stated that there is also State Investment Fund accounts. Account numbers 2652 and 3410. The Wells Fargo accounts are 2849.3357.6126.2866. The board chair and treasurer will also be added to the Wells Fargo Credit card account.

To help clarify the board's motion to add names to the bank accounts, Terri said she has been in communication with Danny Lund, Wells Fargo about what is needed by the bank. Danny drafted a letter that the board needs to sign. Terri read the letter. (See attached) Jim Everett stated that for her protection that Terri should not

be on any of the accounts. Terri asked to protect her from what. Jim said John Cafferty said it is never good to have one name on all the accounts. Terri said, she is not on all the accounts. Jim thinks we can operate without Terri's names on those accounts. Rosan thought it would be too awkward not to have Terri on the library accounts. If Jim and Rosan are the signers, they would have to sign the checks and they don't live in Weippe. It would be difficult to pay the bills in a timely manner. She said she is very comfortable with the way it has been handled and does not feel she is at any risk. Discussion continued with Terri and Rosan opposed to changing the way the bank accounts are set up. Ann contributed to the discussion stating that she can clearly see that Jim and Ellen want it changed but Rosan does not and that Terri has done a good job, there is nothing wrong with the books, and she did not see any reason to change that now. With Kim not being present, the board agreed to table the discussion and get the accounts set up as originally planned so that checks can be written. 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 and the credit card as well as the State Investment Fund accounts 2652 and 3410. Ann 2nd, Approved.

Accounting Services/1099 consultant for CCFLD/Library: Jim would like to hire Cathy Judge, an independent contractor to do the bookkeeping and payroll for the District. Kathy is also contracted by CMPL to do their books. Rosan asked what does this accomplish as far as the library here? Jim responded that it gives us a level of trust and provides for a separation of duties and lightens the load for Terri. Rosan responded that she had a message from Kim Cox via the phone. "I, Kim Cox, want it on the record that I have full confidence in Rosan Monaghan and Terri Summerfield to handle the position as treasurer, bookkeeper. I am opposed to hiring a third party." Jim said Kathy Judge would do this for \$600/month. This would replace our current payroll clerk. Jim Everett asked Jim McNall's opinion. Jim McNall responded that as far as ICRMP is concerned if the person is indeed a contract service that you need to have a contract with duties, they need to provide proof of insurance that indemnifies the District, as well as provide Workman's Comp and have any contractor reviewed by our attorney. Jim Everett said the board should table this discussion until the insurance information can be obtained. Jim McNall added that the board should also investigate if she qualifies as a contractor, she may actually be considered a part-time employee.

Librarian Job Description related to finance within policy: Board reviewed the policy listing Other Duties Held by the Library Director. Specifically "The Library Director shall maintain financial records for the library and present a summary of expenditures at each Board meeting." Jim wanted to add something stating the Board was also responsible for the financial records and not just the Director. Terri recommended that a statement be placed under the heading "Powers and Duties held jointly by Board and Library Director". Terri will create a draft policy statement addressing this and present it to the board at the next board meeting.

Report on consultation from John Cafferty/ICRMP on IC 67-2802 (Procurement procedures) Jim McNall was present and reported the basic rule is that anything over \$50,000 needs to be bid out but there is a list of exceptions, and one doesn't say contract library. He continued that he did not know if the contract needed to be put out to bid and that our attorney needs to respond. Jim Everett reported that he talked to the attorney, John Cafferty. Terri asked if we had his advice in a written form or email or letter that could be placed in a file for security. Jim Everett reported that he did not have a written form, that he just took notes.

Unfinished Business

Approval of CCFLD Draft contract with consideration of recommendations made by John Cafferty.

Jim did not have a written document from John Cafferty for his recommendation, just his notes from the telephone conversation concerning the contract with CMPL. He stated that the more we have in the contract, the more liable we could be. Board discussed the draft contract and made revisions. Rosan moved to amend the contract from 2009 to include the address of CMPL and amend section 3, item 13 of the new draft to say "all notices be hard copies mailed by certified United States mail. Ellen 2nd, Approved. A draft copy will be sent to the attorney again for approval before sending to CMPL. A request for a written copy of the attorney's advice and the conversation that Jim had with him previously to include section 3, item 5 on and the bidding information.

Public Comment: Jo Sharrai said there is a document at the CMP Library that explains why the Library District was formed. Jason Berreth commented on the questionable conduct of some of the board. Michelle Berreth asked if the board was going to discuss the budget.

Terri addressed that the board had not totally addressed the bank issue. Danny Lund, Wells Fargo, drafted a letter that is needed for the change of signatures on the bank accounts. Once signed along with a copy of the District's EIN number, Marge Kuchynka, Jim Everett, Rosan Monaghan and Terri Summerfield can all go to the bank and get the accounts changed.

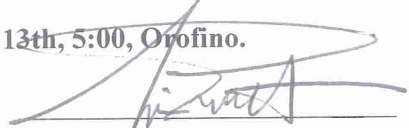
Budget approval: Discussion of budgets was held. Need to send budget hearing by July 29th to the Clearwater Tribune for publication on July 31 and August 7th for the hearing on August 13th. Rosan worked with Carrie Bird to fill out the L2 and calculate amount of anticipated income. The amount they came up with was 282,875.00. Discussion on both budgets and amounts continued. Terri revised the district budget to include AFLAC carry-over and the annual expense for AFLAC. CMPL had no change. More discussion was held on income vs. expenses. Jim McNall contributed to the discussion, stating that a district can publish a higher budget and once they hear comments at the public hearing, they can come down, you just can't spend more than you publish. Jim Everett suggested that the board take Jim McNall's suggestion, publish the proposed budget and get the paperwork from CMPL supporting their budget and review it at the budget hearing. Ann moved to approve the budgets as presented, Ellen 2nd, Approved. (See Attached Budgets)

CCFLD: \$123,849
CMP: \$212,000 (Occupancy \$15,000, M&O \$197,000)

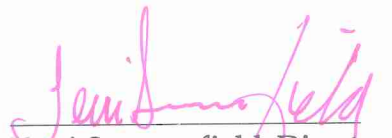
Adjourned: Rosan moved to adjourn at 8:15 pm, Ellen 2nd. Approved

Next Meeting Budget Hearing Aug. 13th, 5:00, Orofino.

Approved: 8-13-2019
Date



Jim Everett, Chair



Terri Summerfield, Director