

**Clearwater Country Free Library District  
Board of Trustees Meeting  
Minutes Sept 10, 2019**

Meeting called to Order 5:01 pm by Chair Jim Everett at Weippe.

Present: CCFLD Board Members: Ellen Tomlinson, Ann Lozar, Kim Cox, Rosan Monaghan  
Michelle Berreth, Assistant Librarian present on behalf of Director Terri Summerfield.

Guests: Vicki Everett, Cynthia Tews, Connor Cox, Vickie Jorgensen, Marge Kuckynka, Jo Sharrai

Agenda item corrected: The next meeting will be in Orofino.

**Minutes:** Kim moved to accept the minutes from the August 13<sup>th</sup> meeting as presented. Anne 2<sup>nd</sup>, Rosan Abstained, Approved. Rosan moved to accept the minutes from the August 26<sup>th</sup> meeting with an addendum of the conference call notes. Ellen 2<sup>nd</sup>, Approved

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

Michelle read through the director's report that was emailed to the board.

Jim spoke about upcoming ILA conference in Nampa Oct 2-4<sup>th</sup>.

**CMPL Reports:**

Rosan read CMPL's report that was emailed. Jim had new copies of CMPL financial report and handed them out. Rosan read through it. They have spent 89% with \$18,632.15 remaining for the FY.

**Treasurer's Report**

**Certification of Budget:** Rosan explained what this was and said it has been completed.

**Financial reports**

Rosan reviewed the financial reports.

**Payroll Information-** Rosan was not sure what this agenda item was. She had no payroll reports but should have them next month for the quarter end.

**Bills:** Kim moved to approve the bills for August in the amount of \$11,077.19. Ann 2<sup>nd</sup>, Approved.

**Unfinished Business:**

**CMPL Contract:** Rosan went over the draft contract with suggested corrections to typos. Board talked about the 3 year automatic renewal and that Idaho Code states a board cannot obligate a future board. Kim recommended since we were already making changes, we should go ahead and change the section to read one year contract. Board made corrections to draft contract. Kim and Anne were in favor of the one year. Rosan moved that we approve the contract for library services with CMPL with the corrections in section 1, #2 (retain and) and in section 2, #2 (employee necessary personnel) and in section 3, (the agreement shall be renewed for a period of one year) and delete automatically renewed thereafter. Kim 2<sup>nd</sup>. It will be affective October 1<sup>st</sup>. No vote taken. Jo Sharrai reported that she only had the authority to sign the unchanged draft. Since changes were made she was not authorized to sign it and it would have to wait until her board met. Discussion held. Jim said the attorney said it was ok to leave the 3 year automatic renewal in the contract and recommended we just do that and make changes in 6 months. New motion made: Rosan moved to approve the contract as written with corrections of the 2 typos. Ellen 2<sup>nd</sup>, Kim opposed. Approved by Jim, Ellen, Rosan, Ann.

Corrections to the typos were made in pen and initialed. Contract signed by Jim Everett and Jo Sharrai.

**New Business**

**Checking signing/bill payment process**

Discussion on payment of bills. Rosan clarified at the training last month, Jim McNall recommended a resolution allowing for the prepayment of bills as needed to avoid late fees. Jim Everett thought the agenda item had to do with automatic payments. Kim recommended that the discussion be tabled until Terri is at the meeting.

Discussion on signing the checks was held including payroll checks. Rosan stated it would be a hardship for someone to have to come up from Orofino to sign the payroll checks. Kim explained that Carmen Syed at Support for Business prepares the payroll checks and submits the needed reports to the IRS. Jim had copies of checks from payroll

that he had questions on that he showed the board. Discussion continued. Board tabled discussion until Terri was present.

**Strategic Planning Committee/ Policy Review Committee**

Jim led the discussion based on Emily's training that strategic planning should be a priority for the board. Kim added that a lot of this information is already in the policy manual including the mission statement and the evaluation criteria. It was recommended that board review their manual in preparation for the next meeting.

**Agenda Items:**

Jim will try to get the agenda out a week ahead of time, so if the board has input, they have time to add it. Kim added that the board has the list of items that Marge had given the board that lists the deadlines of things that have to be done. Jim asked the board if there was anything they needed added to the agenda for next month. Rosan said the Treasure's Qtrly reports. Ellen would like the minutes and agenda a week before the meeting if possible.

**Adjourned:** Rosan moved to adjourn at 6:13 pm, Kim 2<sup>nd</sup>. Approved

**Next Meeting October 8th, 5:00, Orofino.**

Approved: 10-8-19  
Date

  
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Jim Everett, Chair

  
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Terri Summerfield, Director