

**Clearwater Country Free Library District
Board of Trustees Meeting
Minutes Oct 8, 2019**

Meeting called to Order 5:04 pm by Chair Jim Everett at Orofino, LCSC Outreach building.

Present: CCFLD Board Members: Ellen Tomlinson, Rosan Monaghan

Director: Terri Summerfield ; Absent: Ann Lozar, Kim Cox

Guests: Jo Sharrai, Cleo Castellanos, Nancy Butler, Carmen Griffith

Minutes: Rosan moved to accept the minutes of the September meeting with the typo correction of employ. Ellen 2nd, Approved. Terri presented a copy of the contract from the last meeting that needed the corrections made and initialed as recorded in the minutes. Contract corrected, initialed to be filed.

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

Terri reviewed her director's report. She added that the Food Bank gave fresh pears and plums to the library for the kids. Also she has filed the 3rd quarter Unemployment Insurance Tax Report.

Terri reviewed her 4th qtr circulation report pointing out the impact of Summer Reading shown by the Juvenile book statistics.

CMPL Reports:

Cleo reviewed CMPL's reports that were emailed. No additions. Terri asked what the big expense in Professional Services for last month was. Cleo said it was the audit.

Treasurer's Report

Quarterly Financial reports: Rosan reviewed the quarterly financial reports.

Payroll Report- Terri had requested a letter from Carmen Syed, Support4Business explaining her qualifications and what she does for the District with payroll. Rosan read the letter to the board. See attached.

Payroll Direct Deposit was discussed for processing the payroll checks. Terri has talked with Carmen Syed and she is able to do direct deposit. Rosan has talked with Wells Fargo. It will cost \$10/month plus .50 cents for each non-Wells Fargo account check processed. We have 4 regular employees. Rosan moved to start Direct Pay with Wells Fargo for Weippe employees. Ellen 2nd, Approved. Rosan will work with Terri and Wells Fargo to get it set up. She will need voided checks from the staff to get the routing numbers.

Flow Sheet of Accounts: Jim designed a flow sheet of the bank accounts. See attached. The board reviewed what accounts were used for what, including deposits and expenditures. Jim would like the Support4Business to come out of the payroll account instead of the District checking account. He asked what the ID State E payment from savings was. Terri explained that was the Workmans Comp payment. He would like that to come out of Payroll as well. Terri will see what has been included in the quarterly transfer to the library and make adjustment with Rosan as needed. The State Investment funds (SIF) were discussed. The Tech Fund has \$15,605.41 and is used for Computers, Software and Filtering. Cleo reported that CMPL will not need funds for filtering as she just learned their WIFI is filtered already through the SonicWall. Jim said we have an empty SIF account #3410. He would like to move a large portion of the savings account to the SIF to allow us to get more interest on our money. Terri reported that currently we get about \$33 dollars a month on just the \$15000 in the Technology Fund. This will be added to the agenda for next month. Clarification was made that the State Investment Fund #3010 was the library's account that holds funds earned from fines/fees, donations etc. Terri moves the funds that are received annually at the end of the FY to this account to earn more interest.

Bills: Ellen moved to approve the bills for September in the amount of \$13,206.82. Rosan 2nd, Approved.

Terri reported that she just received a notification that the AVG Antivirus Support license expires in November. It is a 3 year license. The invoice for \$996.79 is due then. This was paid for in the past from the Technology Fund for both Weippe and CMPL. Ellen and Jim were not in support of it coming from the Technology fund since it was software and not computer equipment. Discussion was tabled until next month.

Unfinished Business:

Resolution for prepayment of bills: Terri explained this item came from Jim McNall at the training held in August. He said the board should make a resolution allowing for the prepayment of bills to avoid late fees. This is the basic procedure we have been doing since the auditor requested that the salaries be listed on the bill listing for the month. Salaries are paid on the 25th. The bill listing is for the previous month of bills that were paid including the salaries. Ellen moved that the board makes a resolution of prepayment of bills with finalization for payment at the next board meeting. Rosan 2nd, Approved.

Check Signing: Discussion again on procedures for check signing. Jim thought we needed two signatures on the checks. Rosan clarified that it was recommended to have two board members on the banks accounts not two signing the checks. Terri suggested that Jim and Rosan come 15 minutes early to the meeting and then they could sign the checks as needed. Board agreed and will start in January.

Automatic payments: Discussion was held on the number of checks and what bills could be set up as automatic payments such as the phone bill, city, etc. Terri will set up as much as possible for automatic payments.

Strategic Planning Committee: Tabled due to absence of board members

Policy Review Committee: Tabled due to absence of board members

New Business

Letter from Attorney: Jim received a letter from the attorney and read it to the board. See attached. John Cafferty has accepted a position with the City of Post Falls. His last day will be November 8th. Two other attorneys with Hawley Troxell will handle the District's account.

Letter from Auditor: Terri received a packet from the Auditor. It included a notice of address change and a letter of engagement for the new audit year. Discussion was held. Jim did not want to engage them at this time. Discussion on getting bids was held. Terri reviewed for the board that the board had previously requested bids. Bids were received from Zwygart and Presnell Gage. Goffinet and Clack did not submit a bid. Presnell Gage was expensive. Terri said she liked working with Zwygart as they come to the library so the files never leave the building and they have done the audit in a timely manner. Goffinet and Clack were always several years behind. Zwygart also does the City of Weippe's audit so that helps them keep their travel costs down. Rosan will do an inquire with area firms to see what costs will be for doing the District's audit.

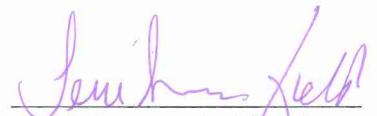
Adjourned: Rosan moved to adjourn at 7:30 pm . Approved

Next Meeting November 12, 5:00, Weippe

Approved: 11-12-19
Date



Jim Everett, Chair



Terri Summerfield, Director