

Clearwater Country Free Library District
Board of Trustees Meeting
Minutes Jan 21, 2020
(meeting scheduled for Jan 14 was rescheduled due to weather)

Meeting called to Order 5:06 pm by Chair Jim Everett at LCSC Outreach, Orofino.

Present: CCFLD Board Members: Ellen Tomlinson, Rosan Monaghan, Anne Lozar (Kim Cox will attend via phone later in the meeting); Director: Terri Summerfield

Guests: Vicki Everett, Cynthia Tews, Jo Sharrai, Cleo Castellanos, Eric MacEachren, Michelle Berreth

Minutes: Anne moved to accept the minutes of the Nov. 12th meeting. Rosan 2nd, Approved.

Rosan moved to accept the minutes of the Nov 21st meeting; discussion was held on the Tech funds expenses and transfers.

Jim stated in 2018, we purchased 4 towers and 4 Chromebook for \$4837.32. This time we purchased 11 computers for \$5463.53 and tacked on \$675.76. A transfer of \$6139.29 was made from the Tech Fund. This would indicate that we have 19 computers for Weippe. Jim continued that there was a license for AVG for 25 units. He asked if that meant Weippe still has a total of 25 but 6 are older.

Terri said she replaced 4 of the Tech Room units with Chrome Boxes which are not PCs. Two units upstairs were replaced with Chromeboxes: the Circ unit and OPAC unit. Since those units (Chromeboxes) are not PC's, they don't require Antivirus.

Jim asked how many computers does Weippe have? Do we have 19 new computers in the last 2 years. Terri responded, we bought 4 Chromebooks last year- these are portable devices for the kids. Jim said we previously had license for 25. Terri responded, we have 2 old units in the Make it Room with Windows 7. In the spare office, there is an old unit we bought originally when we moved into the building. It is an XP unit. This will go out and be replaced with a Windows 7 that we took out from the Tech room.

Jim asked what happens to the old units. Terri said we try to repurpose them with in the library as needed. Also Nancy Butler has gotten ahold of Terri stating that she knows several non-profits that could use the old units. Terri will notify Nancy when the units are ready. Ninety percent of the units are from the BTOP grant, not purchased with tax dollars.

Jim 2nd the Motion. Approved.

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

Terri reviewed her director's report adding that they are having trouble with the Frontier Internet connection.

CMPL Reports:

Cleo reviewed CMPL's reports that were emailed. No additions.

Treasurer's Report- (21:50) Ellen asked about the budget bottom line expense not matching what was published. Rosan and Terri will look into getting it corrected. Ellen asked about the Tech Fund expense listed under Miscellaneous. She asked how to handle that expense since its not really part of the budget. Discussion continued on how to show funds being transferred from the State Investment fund into the general fund. Rosan did not know how to show this. Ellen suggested contacting the people that are doing our audit. Rosan will ask Scott at Presnell Gage how to report it.

Rosan reviewed the financial reports for the 1st Quarter. (see Attached)

Jim reported that it looks like approximately 43% of the district total funds are contingency funds.

(36:22) Terri added that she had checked with Zwygart's last November about how to track the Tech Fund expenses. They said to call them District to Library Expense for the Tech Fund. Then this shows the transfer from the District to the Library Then it's only one expense and not duplicated. Terri will get the reports corrected to show District to Library Expense.

Bills: Rosan moved to approve the bills for November in the amount of \$13,445.59. Ellen 2nd, Approved.

Rosan moved to approve the bills for December in the amount of \$10,248.07, Anne 2nd, Approved. Jim Abstained.

Unfinished Business:

(49:47) **Audit:** We received the letter of engagement from Presnell Gage. Terri also received a letter of release that needs sent to the previous auditor. Both letters were signed. Terri will send signed letters to Presnell Gage and

Zwygart. (53:30 Ellen) Ellen asked about notifying the previous auditor that we longer need their services. Terri reported that Zwygart had contacted Marge about scheduling the audit for this year. Marge sent the email on to Terri. Terri emailed Zwygarts letting them know the board had engaged Presnell Gage for this years audit.

SIF/Contingency Fund: Discussion was held again. Board still concerned about the amount to transfer. Discussion tabled until board talks with the auditor about the funds.

Strategic Planning Committee: Discussion held again on who will be on the planning committee. Ellen confirmed she would be on it. She stated again that both library directors should be included. Cleo said she was too busy with the building project. (1:08:43) Rosan reported "I spoke to Scott McDonald on the CMPL board and he said he would be happy to serve." ~~agreed to be on the committee.~~ Jo Sharrai said she would take Cleo's place when she was unable to attend. Ellen thought it should not take more than 6 months. Emily Sitz, ICfL will also be contacted to facilitate the meetings. Committee report will be added to the agenda.

Policy Manual Review: Board started to review the job description for the Director. Jim asked Terri how many hours she works. Terri reminded the board that they can discuss policies but not personnel/personal questions. That should be done in executive sessions. Terri responded that she works 32 hours. Board discussed changing the job description to state the director works 32 hours. It was discussed that the job description is for a position, not a person and that in the future, the board might want the position to work 40 hours and that a range of hours is better for a job description. It was decided to have the range be 32-40 hrs/wk. Jim Everett decided to place Executive Session on the agenda for the February meeting. No further discussion was held.

New Business

CCFLD Meeting Schedules/Communications: Discussion was held on timely communications. Board members need to check their emails daily and respond. If there is a timely issue and the clerk has not received an email response, she will call the board members. Terri reminded board members that they should not be using the reply all feature in their emails. Jim McNall, ICRMP said this could create a violation of open meeting laws.

Discussion on where the next meeting was going to be held. With the executive session, we need a private room. Rosan moved that the next meeting be held in Weippe at 3:00pm for the executive session, with the regular meeting to follow. Anne 2nd, Approved. Discussion continued on having a standard schedule. Terri reported that the current schedule is the one the board has used for the past 20 years. The August meeting is usually in Orofino for the Budget hearing. It was suggested to go forward and back from August to schedule meetings, remembering that there is no meeting in December.

State Statistical Report. Terri emailed the board a summary of this year's statistics. (See attached) Terri added that she would like to add to the agenda in April under Contract Negotiations, that CMPL provide their data to the clerk by Dec. 1. This will allow time for the clerk to merge the data and have time for corrections if needed, allowing the report to be filed on time. The report is usually due Dec. 31.

Pierce Public Library OPAC Merge: Kim Cox joined the meeting via phone at 7:03pm. Terri led the discussion stating that the Pierce Library board had voted to withdraw from Valnet, due to financial restrictions. To provide better service to our patrons, we would like to merge the two OPAC (Online Public Access Catalogs). Patrons in the District would be able to see what holdings Pierce had and patrons in Pierce would be able to see what holding the District library had. They would be able to request items and those items could then be shipped back and forth via the courier. The courier has been in place for 20+ years. Our current cost for the catalog software (KOHA) is \$2500/year. A merged catalog would cost \$3000/year. This cost would then be shared by both libraries creating a savings of possibly up to \$1000/year. Migration would take place on June 30th, 2020.

Questions and answers were discussed. Clarification that the Pierce Library was not wanting to consolidate with the District library. Only their catalog would be merged. Bywater Solutions will extract Pierce's data from Valnet and place it in the District's data base. All extraction expenses will be covered by the Pierce Library. Board had questions for the Pierce library about staying in Valnet. Rosan moved for the board to attend the Pierce Library's board meeting on February 4th at 7:00pm to discuss the merging of the libraries catalog. Anne 2nd, Approved.

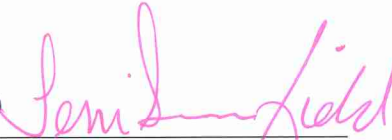
Adjourned: Rosan moved to adjourn at 7:40 pm. Approved

Next Meeting Feb 11, 3:00, Weippe

Approved: 3/10/20
Date



Jim Everett, Chair



Terri Summerfield, Director