

Clearwater Country Free Library District
Board of Trustees Meeting
Minutes Feb 11, 2020

Meeting called to Order 3:01 pm by Chair Jim Everett at Weippe.
Present: CCFLD Board Members: Rosan Monaghan, Anne Lozar
Ellen Tomlinson joined the meeting shortly after it started.
Director: Terri Summerfield

Guests: Vicki Everett, Jo Sharrai, Nancy Butler, Don Ebert, Rex Summerfield, Michelle Berreth Cynthia Tews, Kathy Tews.

Jim started the meeting saying that since the reason and the Idaho Code was not listed on the Agenda for the executive session, that we were not legally allowed to have it. It will be added to the March agenda.

Minutes: Ellen had some questions. Under the treasurer's report she wanted more details and there was discussion on the number of computers purchased at Weippe. Also Scott McDonald on the planning committee and a letter to the attorney needs added. ~~Ellen moved to change/make an addition to the Treasure's report to find out how to separate District payments to the Weippe library from the general budget, what the number of computers ordered were, that Scott McDonald had not agreed to be on the planning committee but only agreed to consider being on the committee, and under unfinished business that Ellen made a motion to write a letter to the law firm and thank them for their service and that we don't need them anymore. Rosan 2nd, Approved.~~ (Motion amended at the March 10, 2020 meeting)

Terri asked the board to please notify her prior to the meeting if there are changes needed to the minutes. She can then make the changes and have a corrected copy for the board meeting for approval. This eliminates trying to make corrections to the minutes during the meeting. She also suggested, if there are a lot of changes or corrections, the board member should type up the changes as an addendum to add to the minutes. Ellen asked about getting the minutes on Monday, a week before the meeting. Terri will send the draft minutes out no later than the Monday before or as soon as then are compiled.

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

Terri added that the Friends of the library have also purchased a new cart/stand for the popcorn machine that has storage under it.

CMPL Reports: Board acknowledge they had received CMPL's reports.

Treasurer's Report-

Jim started to reviewed his flow chart. Rosan interjected that this is the Treasurer's report and that he is not treasurer. Jim continued reviewing his flow chart. When he finished, Rosan reviewed the Profit & Loss, reporting that we have received 55% of our income and have spent 44% of it. Rosan reviewed the balance sheet. The checking account has \$237.10. She recommends that we add more to the account to have a balance of \$500 to have adequate money in there. Rosan noted that she also transferred \$10,000 to the State Investment Fund:Tech Fund, today. Ellen asked when we decided to transfer \$10,000 into the Tech Fund. It was during the budgeting process and at the budget hearing in August. We waited until we got the big payment to make the transfer.

SIF/Contingency Fund: Rosan consulted a CPA about the terminology of Contingency fund. They said Contingency fund is perfectly fine, or you could call it contingency reserve or incidental expenses. It is money that is in the savings account that is not budgeted for anything in the actual current budget. Its money that is there but not allocated to any particular expense. It can be spent on anything, that is why its call contingency. Its money that is available above and beyond the budgeted items. Rosan said if we moved \$25,000 into the SIF that will still leave about \$18,000 that would be available for an unanticipated expense. Jim moved the transfer \$25,000 to the State Investment Fund Account #3410, calling it Contingency Fund. Anne 2nd, Approved.

Bills: Rosan commented that she attempted to do an electronic payment to CMPL and it took longer and came as an actual check, so recommended not ever doing that.

Jim had a question about the payment to Support4Business at \$365, asking if that had gone up. Terri responded no, that it included the year end reports that have to be sent to the federal government and the W-2s to employees. Jim

also asked about the two transactions involving FOL. Godaddy and Tech Soup. Terri explained the Tech Soup was the purchase of Quickbooks and Godaddy was web page hosting. The Friends of the Library (FOL) reimbursed the library for these expenses. Jim questioned why a State Warrant for \$297.99 had been deposited directly into the Weippe 6126 checking account. Terri responded that it was the reimbursement for E Rate for 6 months.

Rosan added that next year when we do our payroll budget, we need to account for the charge that Wells Fargo gives us for doing the direct pay. It's \$11.50 per month and we need to include that when we do our budget next year.

Anne moved to approve the bills for January in the amount of \$68,787.22. Ellen 2nd, Approved.

Unfinished Business:

Pierce Public Library OPAC Merge: Ellen and Michelle attended the Pierce Public Library's board meeting. Ellen reported it was a good meeting but the Pierce board only had 3 members present. The Pierce Board was going to table the discussion since they did have a full board present.

Jim had some questions. What is our current agreement with the Pierce Library. Rosan referred the board to our Policy Manual page 26, stating that we have a reciprocal borrowing agreement with the Pierce Public Library. Ellen said she asked Kim specifically. She said they do not have anything written. She said they have had an understanding. Rosan clarified that it is in our Policy Manual and we could send them that. Rosan stated we could send them the policy manual information and ask them how do we make this more official. Terri added that it is in the Policy manual in three places. Ellen said we have to write up the parameters, agree to them, send it to their board and they have to agree to it to, and then send it into the state, the state has to look at it. And say either yes or no, and then send it back to us and we can proceed from there if they say yes. Jim added that in talking with Lynn Johnson, librarian at the Lewiston Library and Valnet, that you have to have an agreement. Rosan said Valnet is completely different. Terri reported that when she started back in 1991 at the old library, before there was even Valnet, she was told that we have a reciprocal borrowing agreement with the Pierce Library and that we share back and forth. She said it could be in the archives up in the attic, if anyone wants to go up there and look for it. But its in the policy manual, so that is what we have gone on. Jim said if we were to continue to pursue this, he has the library law that says an agreement is filed with the Secretary of State, on page 232 of the Idaho Library Law. Terri clarified that we are not consolidating, we are simply doing an agreement to share the data base and we never submitted anything with the secretary of state when we joined Valnet. Jim said this is what Lynn Johnson said and he looked it up and all the parameters for the agreement. He said it is easy to do, but when you have these joint powers agreements. Terri said we are not doing a joint powers agreement. Jim stated the Idaho code is 67-2328: Joint exercise of Power.

Terri responded that she knows that as of right now, the Pierce Library board is totally offended by certain actions of certain board members and that they are not going to want to go through with all this and deal with this type of behavior so she said we are not going to pursue it. Rosan said the board needs to move on as there is no action to be taken.

Planning Committee Report: Ellen has been trying to get with others before the directors to schedule a time. Ellen confirmed she will be on the committee but does not want to be the chair of the committee. She is trying to get confirmation from a CMPL board member to be on the committee. She asked the board if four people on the committee plus Emily Sitz was enough. Board felt there was not a need for more and that Emily can lend her expertise with this plan and committee.

Policy Manual Review: Time off Request/Travel Expense requests Jim started the discussion asking Rosan about the policy manual. Rosan said this section is listed in the manual page 35, personal leave. Jim suggested creating a form, so if you wanted to take leave you could put it on the form, what's it for, etc, and then turn it into whomever the board designates to collect it. There is not currently a form for time off. There is a form for travel expenses. Terri distributed the sample form to board members. Jim distributed samples from the LaConner Regional Library, LaConner WA that he got off the internet. Jim recommended the board review the samples and see if the board wants to adopt a form like this and determine who gets notified. Terri commented that it seems like overkill and a lot of paperwork for a simple process since we don't have a big regional library. Terri noted that on the sample form it mentions "sick" leave. Previously, the district did have personal and sick leave and instead of trying to track both, and who determines if they are sick, they went with just "personal leave". Board and director are to read and make comments and at some point we will come back to it.

CCFLD Meeting Schedules/Communications. At the last meeting, the board discussed the meeting schedules. It was recommended to start with August with the meeting in Orofino for the budget hearing; then go forward alternating the meetings from Weippe and Orofino with no meeting in December. Then to go from August and go backward, alternating the meetings from Weippe and Orofino again. Terri handed out a flowchart showing this action

and where the regularly schedule meetings should be held. Terri said if there are special meetings or training, the board then can decide where that meeting will be held based on the needs of the meeting and not to change the regularly scheduled board meetings. Terri recommended that the board adopt a regular board meeting schedule so that board members know when and where the meetings are and the public knows when and where the meetings are. Rosan stated according to this schedule, the next meeting should be in Weippe. Rosan moved that we return to the regular board meeting schedule location as presented with meeting times variable depending on time of year and weather. Ellen 2nd, Approved. Anne said the board does need to continue to look at GoToMeeting or some other form on online meetings. Anne will do some research on these options.

New Business

Board Vacancy: We had a resignation on Jan. 23, 2020. Jim moved to accept the resignation of Kim Cox from the CCFLD board. Rosan 2nd, Approved. The board has 60 days to appoint a new board member. Terri will send out the news release to the paper asking for interested parties to submit a letter of intent and resume. All applications will be accepted but the board would like to focus on someone from this area (Weippe). Don Ebert addressed the board, and said he would do it.

Election of Vice Chair: Discussion on electing a new vice chair was held and whether to do it now or wait until they had a full board again. Agenda Item tabled.

Discussion was held on when to have the executive session. Whether to have it at a special meeting or the next regular meeting. More discussion on reviewing the policy manual and what can be done in public and what needs done in Executive session. Rosan asked, are we wanting to look at the evaluation forms? Jim said yes he was going to look at the forms. Rosan responded that is not executive session material. She reviewed the forms that Jim had handed out last month and did not see much difference in them and felt that if it wasn't broke it didn't need fixed. Jim added that his thoughts were to review the forms and once a form was approved, then they could do the executive session.

Ellen added that we have to go through the policy and procedure book. Terri reminded the board that she had recommended a few meetings back to go through the policy manual one section at a time during the regular meeting. Jim asked Don Ebert how to handle a meeting where the board just worked, like on the policy manual and then brought that information back to a regular meeting. Don said the board could have a "working meeting" and then bring the information back for the final action at a regular meeting. Ellen suggested we have the working meeting and just get it over with. Board scheduled a Policy working meeting for March 11th at 1:00pm in the CMPL Annex in Orofino.

Adjourned: Rosan moved to adjourn at 4:50 pm. Anne 2nd. Approved

Next Meeting March 10, Weippe

Approved: 3-10-2020
Date



Jim Everett, Chair



Terri Summerfield, Director