

**Clearwater Country Free Library District
Board of Trustees Meeting
Minutes April 14, 2020**

Meeting called to Order 5:00 pm by Chair Jim Everett via online ZOOM.

Present: CCFLD Board Members: Rosan Monaghan, Anne Lozar, Ellen Tomlinson, Don Ebert
Director: Terri Summerfield

Guests: Emily Sitz and Dylan Baker, ICfL assisted with hosting the ZOOM meeting. Additional online guests: Jo Sharrai, Cleo Costellanos, Michelle Berreth, Nancy Butler, Marge Kuchynka, Scott McDonald

Amend previous Agenda to include CMPL Technology Request. No motion was made to amend the agenda since the item can not be an action item. It will be placed on the May agenda.

Minutes: Don moved to accept March 10 minutes to include Jim McNall's email attachment. Ellen 2nd, Roll call vote all approved. Jim Everett moved to accept the March 11 minutes. Don 2nd, Roll Call vote all approved.

Treasurer's Report -Rosan reviewed the quarterly financial reports. Ellen asked if the date could be added on the footer on future reports. (ie. March 31, 2020)

Bills: Rosan moved to accept the March bills for \$10,199.55 with the VISA at \$736.06. Anne 2nd, Roll call vote, all approved.

Account Flow Sheet: Jim reviewed his bank account flow sheet.

Directors Report (*Director's reports & financial reports were emailed previously to board members. (See Attached)*)
No additions from Terri.

CMPL Reports: Board acknowledged they had received CMPL's reports. Cleo added the bids for new computers. She was concerned about waiting another month, that the bids might expire. Don recommended the board approve the purchase through consensus. The request for Technology Funds expenses was already approved in the budget and the policy manual states the board needs to approve the expense. Don felt since it was already budgeted it did not need a motion only a consensus. The request is for \$1917.14 to purchase 5 units. Chairman Everett asked if there were any objections. None were stated. CMPL will make the purchase. Funds will be transferred from the State Investment Fund-Technology Fund to the CCFLD checking account and a check will be written to CMPL once the purchase is made. Topic no longer needs placed on the May agenda.

Unfinished Business:

Planning Committee: Tabled

Policy Manual Review: Tabled

Support4Business Reports: Don has been reviewing the Support4Business reports. Due to the COVID-19 he as been extremely busy. He gave the board a brief review and plans to have a printed report for the next meeting.

New Business

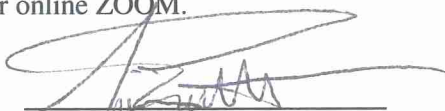
Policy Manual Addition: Pandemic Policy: A draft policy was emailed to the board. Discussion was held. Board would like to add under Minimum Staffing Level, Last ¶, Payment of staff will be revisited at end of Fiscal Year. Don moved to accept the Pandemic Policy with the addition of "Payment of staff will be revisited at end of Fiscal Year". Ellen 2nd, Roll call vote, all approved.

Budget Hearing Date: Don moved to file the budget hearing date for Aug 11, 2020. Rosan 2nd. Roll Call voted all approved.

Adjourned: Rosan moved to adjourn at 6:08 pm. Jim 2nd. Approved

Next Meeting May 12, 5:00 Weippe or online ZOOM.

Approved: 5/12/20
Date



Jim Everett, Chair



Terri Summerfield, Director