

**Clearwater Country Free Library District**  
**Board of Trustees Annual Meeting**  
**Minutes June 9, 2020**

Meeting called to Order 5:03 pm by Chair Jim Everett at the Clearwater Co Extension Office, Michigan Ave, Orofino.  
Present: CCFLD Board Members: Rosan Monaghan, Ellen Tomlinson, Don Ebert, Anne Lozar  
Director: Terri Summerfield

Guests: Jo Sharrai, Cleo Costellanos, Eric MacEachern Vicki Everett, Nancy Butler

**Election of Officers:** Rosan moved to nominate Don Ebert for Chair. Ellen 2<sup>nd</sup>, Approved. Don moved to nominate Jim Everett for Cochair. Rosan 2<sup>nd</sup>, Approved. Anne nominated Rosan for Treasurer. Jim 2<sup>nd</sup>, Approved.

Don took over as Chair of the meeting.

**Minutes:** Jim moved to accept the May minutes. Anne 2<sup>nd</sup>, Approved. Minutes were signed.

**Treasurer's Report** -Rosan reviewed the financial reports.

**Bills:** Anne moved to accept the May bills for \$9257.47. Ellen 2<sup>nd</sup>, approved.

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

**Directors Report** (*Director's report was emailed previously to board members. (See Attached)*)

Terri reviewed the highlights of her report. She announced that she was award the Cares Act grant for \$460.00. This will allow the purchase of ZOOM for online meetings for the next year. Also a virtual puppet show for the summer reading program will be purchased and sanitizing spray due to Covid 19.

**CMPL Reports:** *CMPL reports were emailed to board members (See attached)*

Cleo handed out a 3D printed mask that they are printing on their printer. They also got the Cares Act grant for \$1000.00 for broadband.

**Unfinished Business:**

**Reopening Plan:** Terri presented her reopening plan. It was approved by Jim McNall, ICRMP. Discussion held on the Pandemic Policy and that the board should revisit it and be prepared for the next wave.

**Report Formats:** Ellen handed out samples from Carrie Bird. We will follow the intent, making the publication clear. Rosan added if we publish too much information, it will just confuse the public. Suggested publishing similar to what we have in the past, then if the public has questions, they can come to the meeting and ask questions.

Jim asked about the Audit Format. Don responded that it is an independent audit and they use their own form.

Jim would like to see the financial report format to include monthly totals with the YTD totals similar to CMPLs report. Terri will see what Quickbooks will produce.

**New Business**

**Audit Presentation** No progress has been made on the audit due to Covid 19. Rosan will contact Scotty at Presnell Gage and see if we can move forward with the audit now.

**Budget Presentations** Rosan review the proposed budget for the District. Since we don't need to add to the Tech fund this year this created a 56% decrease in the District Admin budget. Terri explained the salary increase. She would like to add a new part-time position of 15 hrs/wk to due Adult programming and to provide 2 staff members during the evening shift. Nearly half the money for the position came from within the original budget. A shortfall of \$5665 is needed from the District. Rosan pointed out the Payroll clerk has been moved from the District Admin budget to the library which also includes the cost for Direct Deposit. Also added to the library budget were IT Support and IT Supplies. Jim asked what were IT Supplies, Terri responded such things as mice, keyboards, barcode scanners, etc. With these added categories, the library budget will increase by 8 percent.

Rosan continued and said she had not received CMPLs budget so she could not calculate those figures. Cleo handed out the CMPL budget, stating they are not increasing their budget this year, just adjusting some money and categories. Rosan said with CMPL staying the same, that means the District will have a 0% increase.

Rosan reviewed the tax income from the county and reported that Carrie said the L2 form might still change before September. Discussion on tax income held.

Don asked if Cleo wanted to go over her budget. Cleo said it was self-explanatory. Don said he was good and asked the board if they had any questions. Rosan reviewed a few of the categories that increased and decreased but stating that the bottom line stayed the same as last year.

Board discussed process and timeline for moving forward and approving the budgets. Budgets will be reviewed again next month as an action item, approved for publication in the paper and presented for final approval at the budget hearing in August.

**Adjourned:** Don adjourned the meeting at 6:40 pm.

**Next Meeting** July 14, Weippe

**Approved:** 7-14-20  
Date

  
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Don Ebert, Chair

  
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Terri Summerfield, Director