

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

Meeting called to Order 5:03 pm by Chair Don Ebert at Weippe.

Present: CCFLD Board Members: Rosan Monaghan, Jim Everett, Anne Lozar. Ellen Tomlinson joined by phone.  
Director: Terri Summerfield

Guests: Cynthia Tews. Jo Sharrai and Cleo Costellanos joined by phone.

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

**Treasurer's Report** -Rosan reviewed the financial reports. Board would like YTD and quarter to-date reports.

**Bills:** Jim moved to accept the June bills for \$11,008.48. Don 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.

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

Cleo reviewed her report.

**Unfinished Business:**

**Audit Update:** Terri is working with Presnell Gage. She has sent them files and Scott will be up on July 23<sup>rd</sup> to do the in-person review. We hope to have the audit done with presentation at the August 11 board meeting. Discussion was held on where to have the meeting, since CMPL is still closed. Concern that the Extension office room may not be large enough for social distancing. Rosan said she will check on a room at St. Theresa's Catholic Church. Don requested that we also try to set up a ZOOM meeting for people that might not want to attend in person. There was concern about the location because to have a ZOOM meeting you need an Internet connection. Rosan will check if the church has internet. The VFW was suggested but it does cost. Ellen stated that Jo Sharrai offered to pay the fee. They will check on the internet connection and notify the board.

**Pandemic Policy:** Don lead the discussion on the Pandemic Policy. Discussion focused on how long to pay staff and reopening procedures. Changes requested to Library Closure section: Any library reopening, from a closure, pursuant to this policy, requires approval of the board chair. If the board chair approved the reopening, it shall be agenda for the next board meeting. Changes to Minimum Staffing Level: Payment of staff will end at the end of the Fiscal Year. Heading changes made to Employee Absences and Responsibility of Library Operations. Rosan moved to approve the Pandemic Policy with above edits. Don 2<sup>nd</sup>, Approved.

**Proposed Budget Review.** Discussion was held on the budget proposals. Don had Terri do up two budgets showing the impact of moving some payroll items to the library budget from the District administration budget. Don stated it is up to the board to move the items and or not, but moving them will cause an increase in the library's budget. Discussion on whether to add another staff person, to provide security with two people working the evening shifts, especially during the winter month's when it gets dark at 4:00pm. The decision is up to the board to add or not add the position, Don stated, but it will increase the budget. Discussion held. Discussion moved to Publication Format and some changes were suggested. Don returned the discussion asking for a motion on the budget. Rosan moved to add the new position and move the payroll admin items to the library and publish the budget as presented. Ann 2<sup>nd</sup>. Roll call vote: Rosan-I, Don-I, Anne-I, Jim-Nay; Ellen-Nay; Motion Carried.

*\*Jim voted "nay" because he felt he did not have enough data to make an informed decision.*

**Publication Format**-Rosan addressed the earlier suggestion on the format, changing Clearwater Co Taxes to District Tax Levy and SIF to State Investment Fund, District Library Operations to District Library Operations/Weippe.

Lost phone connection with Ellen at 6:25pm

Everyone liked the new format, stating its much clearer. Anne moved to accept the Budget Publication format with the edits. Jim 2<sup>nd</sup>. Approved.

**New Business** None

**Adjourned:** Don adjourned the meeting at 6:35 pm.

**Next Meeting** Aug 11, Orofino VFW

**Approved:** 8/11/20  
Date

File copy Signed  
Don Ebert, Chair

File copy Signed  
Terri Summerfield, Director