

**Clearwater Country Free Library District  
Board of Trustees Meeting  
Minutes Oct 13, 2020**

Meeting called to Order 5:03 pm by Chair Don Ebert at the Clearwater Extension Office, Orofino.

Present: CCFLD Board Members: Don Ebert, Rosan Monaghan, Ellen Tomlinson. Anne Lozar and Jim Everett via ZOOM

Director: Terri Summerfield

Guests: Jo Sharrai, Cleo Castellanos, Nancy Butler. Via Zoom- Scott McDonald

**Minutes:** Rosan moved to accept the minutes for August 11 and August 25. Anne 2<sup>nd</sup>, Approved. Minutes were signed. There was no meeting in September due to a power outage.

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

**Bills:** Bills from Aug and Sept were reviewed. Don moved to accept the bills as presented. Jim 2<sup>nd</sup>, Approved.

**Account Flow Sheet:** Jim emailed the report to board members prior to the meeting. No discussion.

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

Terri -No additional comment

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

Cleo added to her report that staff is reviewing fire safety procedures. Don asked Cleo if the board could have the itemized financial reports that they got in August. He also asked her what was the \$8000 spent on in Aug and Sept under Tech Supplies. Cleo could not recall but would get back with him after talking with the bookkeeper. Don also asked about the \$6576.00 PT/Sick pay that was not spent this FY but CMPL is showing only a balance of \$7.84. It looked like it was spent on other items. Jo Sharrai said the CMPL board has decided to start paying off all PT/Sick leave at the end of the calendar year.

**New Business**

**Contract for Library Services**

**First Qtr Contracted Library payment**

**Declaration of Sole Source Procurement for contracted Library Services for FY 20/21.**

Board discussed all three topics concurrently. The board had no changes to the draft contract Don had submitted. Cleo asked if the October payment could be made by Oct 15<sup>th</sup> instead of by the end of the October. Don will change the contract to reflect that date. Before the contract can be signed, Don explained that the board had to either put it out for bid or declare a sole source procurement. Don presented the board with a resolution with that declaration. If the resolution is approved it would then have to be advertised for 2 weeks. If no objections were filed, then the board could sign the contract. In the meantime, CMPL has no funds to operate on. Don said he does not foresee any problems with the resolution and recommended the board go ahead and pay CMPL their quarterly disbursement. Don moved to make the \$53,000 payment to CMPL for 1<sup>st</sup> quarter services for FY20/21. Rosan 2<sup>nd</sup>, Approved.

Don read the resolution (See Attached). Discussion. Jim moved to approve Resolution 201013. Anne 2<sup>nd</sup>, Approved. Don will submit the legal ad to the paper for publication. If no objections, the board can sign the contract at the November meeting.

**Letter of Engagement for Audit FY20-Presnell Gage**

Presnell Gage would like to start the Audit for FY19/20 this fall. Rosan moved to hire Presnell Gage for the audit at the same price as last year. (\$3200.00). Anne 2<sup>nd</sup>, Approved. Terri will contact Scott Taylor at PG to get the engagement letter.

**Annual Calendar** The annual calendar was presented to the board. (see attached) Anne moved to accept the annual calendar for FY20/21. Don 2<sup>nd</sup>, Approved.

**ICRMP Policy Changes** Don reviewed the policy changes from ICRMP and the increase in deductible for Cyber Threats and Employment related issues. They offered some training to reduce risk and reduction in the deductible. Terri will contact ICRMP for more information on the training.

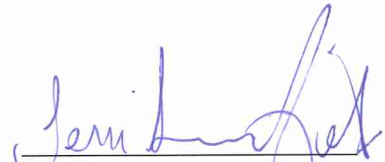
**Public Comment:** Rosan stated that she has had a lot of people ask her when CMPL was going to open. Cleo said they have opened for seniors 55 and older from 10-12 M-F. They are looking at added more groups in the future. Don stated it is not the District Boards job to say whether they should be open or not, but it is the Board's job to decide whether to continue to pay them for being closed.

**Adjourned:** Don adjourned the meeting at 6:07 pm.

**Next Meeting** November 10, Weippe

**Approved:** 11-10-20  
Date

  
Don Ebert, Chair

  
Terri Summerfield, Director