

**Clearwater Country Free Library District
Board of Trustees Meeting
Minutes January 12, 2021**

Meeting called to Order 5:00 pm by Chair Don Ebert at Weippe.

Present: CCFLD Board Members: Don Ebert, Rosan Monaghan; Director: Terri Summerfield

Via ZOOM: Anne Lozar and Jim Everett

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

Minutes: Rosan moved to accept the minutes for Nov. 10, 2020. Don 2nd, Approved.

Treasurer's Report -Rosan reviewed the 1st Qtr P&L and Account Balance reports.

Bills: Bills from Nov and Dec were reviewed. Anne moved to accept the bills as presented. Don 2nd, Approved. Rosan signed the bills.

Account Flow Sheet: Jim emailed Flow Sheets for Oct, Nov, Dec. No questions from the board.

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

Terri reported the Copy Machine has been fixed as well as the water fountain.

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

Cleo reported that CMPL is now open with limited access, according to the policy approved by the CMPL's board. See attached.

New Business

Interlibrary Loans: Don requested that ILL be added to the agenda so the board could discuss options/procedures for getting books to patrons between Orofino and Weippe. Discussion was held on the courier and that currently Weippe, Orofino, Timberline and Pierce pay the courier for service. It was clarified that the courier was private and not part of the Valnet Courier system. Don recommended for clarity of service and duties, maybe the District should pay the courier for service for Weippe, Orofino and Timberline, since all three agencies were within the District boundaries. All agreed. Discussion continued on the process of checking out books from Orofino to patrons not from Orofino. Don stated that we should be able to work something out. Don will meet with Cleo to discuss options. Board agreed this was a good plan.

Audit: Terri reported that Presnell Gage was nearing completion of the Audit. Clarification was made, this was the new audit for FY19/20 that just ended in Sept. The draft audit was emailed to the board prior to the meeting as well as the representation letter. Don reviewed the letter. Rosan moved for the board to sign the representation letter for Presnell Gage. Anne 2nd, Approved.

Scott Taylor, Presnell Gage, also sent General Journal entries that need to be made in the Quickbooks file to switch the District from Accrual to Cash basis accounting. Rosan moved to make the general journal entries as presented by Presnell Gage. Don 2nd, Approved.

Scott Taylor will be invited to the February meeting to present the audit.

Public Comment:

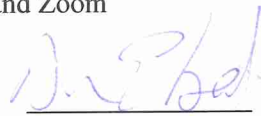
Adjourned: Don adjourned the meeting at 5:45 pm.

Next Meeting: Feb. 9, 2021, CMPL and Zoom

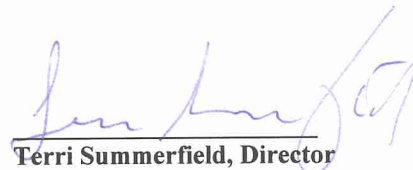
Approved:

2-9-21

Date



Don Ebert, Chair



Terri Summerfield, Director