

Clearwater Country Free Library District
Board of Trustees Meeting
Minutes November 10, 2020

Meeting called to Order 5:04 pm by Chair Don Ebert at Weippe.
Present: CCFLD Board Members: Don Ebert; Director: Terri Summerfield
Via ZOOM: Rosan Monaghan, Ellen Tomlinson. Anne Lozar and Jim Everrett
Guests: Via Zoom- Scott McDonald, Jo Sharrai. Nancy Butler

Minutes: Anne moved to accept the minutes for Oct 13th. Rosan 2nd, Approved. Minutes were signed.

Treasurer's Report -Rosan reviewed the October P&L and Account Balance reports. Jim had some questions about the two transfers from the library to the library SIF. One transfer for \$748.77 and another for \$4,424.33. Terri explained that she was trying to zero out the checking account at the end of the fiscal year. One transfer was for fines and fees from the last FY. The other was from the balance in the checking out. She will explain it during the annual report.

Bills: Jim asked about the \$100.00 deposit from Clearwater Power to the libraries account. It was the dividend check for power usage. Don explained Clearwater Power is a Coop and customers earn capital credits and sometimes get checks to reflect those credits. Bills from Oct were reviewed. Ellen moved to accept the bills as presented. Anne 2nd, Approved.

Account Flow Sheet: Not available

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

Terri reviewed her monthly report and the annual report. She reviewed the fiscal year expenses reporting a carryover of \$1021.21. She reported that normally she would balance out the payroll account at the end of the FY but had overlooked it last year. The District keeps \$3000.00 in the payroll account to prevent a payroll overdraft. To bring that account into year-end balance, Terri transferred \$2465.85 from payroll to the library account. The previous FY carryover was \$617.00. To correct this oversight from last year, Terri had Rosan transfer \$1683.21 (1021.21+617.00) to the Districts General fund. The \$4424.33 balance was transferred to the SIF to get a higher interest rate. Jim felt transactions of this amount should be run by the board first.

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

Cleo was absence due to Covid. Jo Sharrai reported on her behalf. Don had a couple of questions on the financial report. Jo said Kathy Judge did the reports and would have to answer them. Don re-affirmed that he like the detailed financial report.

New Business

Audit FY19-Final Approval: Rosan moved to approve the Audit for FY19. Anne 2nd. Approved.

Contract for Library Services Terri reported receiving no correspondence from the legal ad for Sole Source Procurement. Don moved to sign the contract with Clearwater Memorial Library for library services for FY20-21. Rosan 2nd. Approved.

Annual Director's Evaluation: Don had Terri send out the evaluation forms to the board members. Don asked board members to fill out the forms and mail them back to him. He would then tally the forms and perform the evaluation with Terri. Don said the board would have an executive session to discuss the evaluation process after Public Comment.

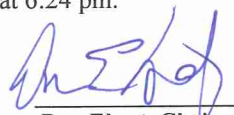
Public Comment: Jo Sharrai reported that she is authorized to sign the contract. Don will meet with Jo Sharrai, Wednesday November 11th to sign the contract.

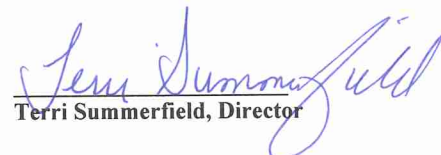
Executive Session: Board left regular Zoom meeting to conduct an executive session. New Zoom address was given to the board members. Board returned to public meeting to correct Open Meeting procedure of making a motion to go into Ex. Session. Don moved to go into executive Session pursuant to Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Jim 2nd. Roll call vote: Don-Y, Jim-Y, Rosan-Y, Anne-Y, Ellen-no connection. Board returned to regular session after the executive session.

Adjourned: Don adjourned the meeting at 6:24 pm.

Next Meeting January 12, 2021, Weippe

Approved: 11/12/21
Date


Don Ebert, Chair


Terri Summerfield, Director