

**Clearwater Country Free Library District  
Board of Trustees Annual Meeting  
Minutes June 8, 2021**

Meeting called to Order 5:05 pm by Chair Don Ebert at CMPL.

Present: CCFLD Board Members: Don Ebert, Rosan Monaghan, Marge Carlson, Robert Wilhelm Director Terri Summerfield

Guests: Cleo Castellanos, Jo Sharrai, Nancy Butler

Via ZOOM: Tammy Gilmer

Don did a general introduction to the Clearwater Co. Free Library District organization and contract relationship with CMPL. Don also reviewed basic Open Meeting Laws and distributed copies of the Open Meeting law manuals to board members. A round of introduction was held for new board members.

Oath of office was taken by Don Ebert, Robert Wilhelm and Marge Carlson.

Election of Officers: Rosan nominated Don Ebert for Chair. Marge 2<sup>nd</sup>, Approved.

Don nominated Jim Everett for Co-Chair. Rosan 2<sup>nd</sup>, Marge abstain stating she did not know him. Rosan-I, Don-I, Robert-I Approved.

Don nominated Rosan Monaghan for Treasurer. Marge 2<sup>nd</sup>, Approved.

**Minutes:** Rosan moved to accept the minutes for May, Don 2<sup>nd</sup>, Approved.

**Treasurer's Report** Rosan reviewed financial reports. Marge moved to accept the reports as presented. Don 2<sup>nd</sup>, Approved.

**Bills:** Bills from May were reviewed. Marge moved to accept the bills as presented. Don 2<sup>nd</sup>, Approved.

**Account Flow Sheet:** Don reviewed Jim's Flow Sheet in his absence.

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

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

Cleo reviewed her report. They have applied to get Covid test kits for patrons and staff.

**Old Business:**

**Bank account balance Policy .** Don read the redrafted policy. Rosan moved to adopt the bank account balance policy. Marge 2<sup>nd</sup>, Approved.

**Direct Deposit:** Staff no longer wants or needs Direct Deposit and it costs the District money monthly. Marge moved to terminate the use of Direct Deposit. Rosan 2<sup>nd</sup>, Approved.

**New Business:**

Budget Presentation: Cleo reviewed the CMPL budget proposal. Terri reviewed the budget for the District. Terri and Rosan attended an online training for the Levy and Budget process with the County. A lot of changes have happened this year. New Construction is limited to 90% of its value and a new preliminary levy rate will be calculated to figure the value. All the needed information is not yet available. The county is waiting on the new L2 forms. The board will review the budgets again in July. Terri and Rosan will try to have some anticipated income figures. Don stated he is glad we have a healthy surplus at this time as we may not be able to anticipate what our income will be.

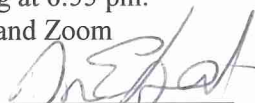
Public Records-Recordings of meetings. Don reviewed our current policy on record retention. It says records will be destroyed when no longer needed. The recordings fall into this category. Discussion continued. Don recommended that the board read through the policies and if they see anything that needs changed or updated to bring it to the board.

**Public Comment: none**

**Adjourned:** Don adjourned the meeting at 6:55 pm.

**Next Meeting:** July 13, 2021, Weippe and Zoom

Approved: 7-20-21  
Date

  
Don Ebert, Chair

  
Terri Summerfield, Director