

**Clearwater Country Free Library District
Board of Trustees Regular Meeting
Minutes August 10, 2021**

Meeting called to Order 5:00 pm by Chair Don Ebert at CMPL in Orofino.
Present: CCFLD Board Members: Don Ebert, Rosan Monaghan, Robert Wilhelm, Jim Everett
Via ZOOM; Marge Carlson, Director Terri Summerfield
Guests Cleo Castellanos, Nancy Butler, Tammy Gilmer

Don started the meeting by announcing he made the decision to close the District Library in Weippe due to Covid for safety. All the staff was either sick or exposed.
Don made a motion to amend the agenda to add Pandemic Policy. Rosan 2nd, Approved

Pandemic Policy:

The current policy was not clear as to when staff could return to work. Marge moved to adopt the CDC recommendation of 10 days after symptoms first started and 24 hours after fever broke before returning to work. Rosan 2nd, approved.

Budget Hearing

Terri announced that after talking with the State Tax Commission, no resolutions are needed for forgone taxes this year. Don reviewed the advertised budgets including the additional \$10,000 for CMPL. Jim asked what account will these funds come out of? It will be processed just like their regular quarterly payments from the general fund. Rosan moved to approve the budget as published. Marge 2nd. Approved

Minutes: Rosan moved to accept the minutes for July, Marge 2nd, Jim abstained, Approved. Minutes were signed.

Treasurer's Report: Rosan reviewed financial reports. Jim moved to accept the reports as presented. Don 2nd, Approved.

Bills: Bills from July were reviewed. Jim moved to accept the bills as presented. Marge 2nd, Approved.

Account Flow Sheet: Jim reviewed the Flow Sheet.

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.

Old Business:

Review Contract for services: Board members are to review the contract. A publication needs to run in the paper like last year about sole source procurement. Don will work with Terri to draft the publication for the paper.

Record Retention Policy: Terri and Marge worked on the recording of meetings policy. They propose the following: "The Director shall, at her discretion to ensure accurate minutes, record all or part of any business meeting. Such recording will be destroyed as soon as possible after the board has approved said minutes." Terri recommended it be placed under Management Statements: Business meeting, Item 1. Item 2 being Public Comment. Rosan moved to adopt the recording policy. Robert 2nd. Approved.

New Business

Outreach Programs: Terri outlined all the outreach programs and services they provide to the community.

Public Comment: none

Adjourned: Don adjourned the meeting at 6:23 pm.

Next Meeting: Sept 14, 2021, Weippe and Zoom

Approved: 9/14/21
Date

Rosan Monaghan
Don Ebert, Chair
Rosan
Treasurer

Terri Summerfield
Terri Summerfield, Director