

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

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

Present: CCFLD Board Members Rosan Monaghan, Marge Carlson, Jim Everett, Robert Wilhelm, Director Terri Summerfield

Guests Cleo Castellanos, Nancy Butler, Scott McDonald; Zia Zoom: Jo Sharrai

Minutes: Rosan moved to accept the minutes for September. Marge 2nd, Approved. Minutes were signed by Don.

Treasurer's Report: Rosan reviewed the financial reports.

Bills: Bills from September were reviewed. Marge moved to accept the bills and Treasurer's Report as presented. Jim 2nd, Approved. Don signed the bills.

Account Flow Sheet: Jim reviewed the Flow Sheet.

Board discussed the need for two District bank accounts. It was decided only one is needed. Don asked if it was ok without objections to move the "Savings account #3357" balance to the "Checking account #2849". No objections were stated. Rosan will get with Wells Fargo to complete this transaction.

Directors Report.

Terri reviewed her report. (see attached) My First books has started for this school year. We restarted a Tween program for kids 5-8 grade. Friends of the library bought a new copy machine for the library. We are doing some remodeling in the children's area of the library. Scott Taylor will start the audit in November.

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

Cleo reviewed her report. Cleo introduced their new board chair, Scott McDonald.

Old Business:

Review Contract for services* Don said he would prefer to adopt the contract as is, now and then deal with changes with addendums as needed. Don asked Terri if she had received any comments about the sole source procurement published in the paper. Terri replied, "no". Don had received a couple of suggestions on contract changes but would like to discuss them in the coming year. Terri had printed a contract for the meeting but it had the previous board chair for CMPL on it. Rosan moved to approve the contract with changes of date and chair. Marge 2nd, Approved. Terri will make changes, have Don signed it and send to CMPL for signing.

Contract Library Payment* Rosan moved to pay CMPL their quarterly payment. Don 2nd. Approved. Discussion continued about the timeline of the contract. Several board members felt the board needs to be looking at the contract earlier so that we are not always late with the signing. Board recommended it be placed on the April Agenda.

New Business

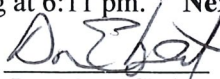
Employee Evaluation-November Terri will email board members the evaluation forms. Board members can fill them out and send to Don. Board will have an executive session next month if they want to do a board review or they can choose to have Don do the evaluation.

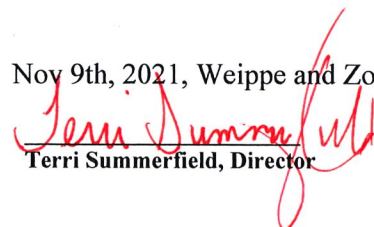
Transfer of funds to cover deferred Youth Programs* Terri reported that due to staff changes throughout the year there is a surplus in salaries at the end of the fiscal year. With the grant funds from the school district, a Tween program was started in mid July on every other Friday. The kids loved the program and requested that it be every Friday. Terri would like to transfer \$1500 from the carryover salaries back to payroll to use for staff for having the Tween program every Friday. Since the original program started during the budget process, it was not included in the budget request. Scott Taylor, Presnell Gage, said it would be ok to use/transfer unallocated funds listed on our budget publication for payroll. Rosan moved to transfer \$1500 from the carryover funds for salaries for the Youth Program. Robert 2nd, Approved.

Public Comment: none

Adjourned: Don adjourned the meeting at 6:11 pm. **Next Meeting:** Nov 9th, 2021, Weippe and Zoom

Approved: 11-9-21
Date


Don Ebert, Chair


Terri Summerfield, Director