

**Clearwater Country Free Library District  
Board of Trustees Regular Meeting  
Minutes Jan 11, 2022**

Meeting called to Order 5:01 pm by Chair Don Ebert at Weippe.  
Present: CCFLD Board Member Marge Carlson, Director Terri Summerfield  
Via Zoom: Jim Everett, Robert Wilhelm, Rosan Monaghan  
Guest via Zoom: Cleo Castellanos, Scott McDonald, Jo Sharrai, Nancy Butler

Don started the meeting asking for an amendment to the Agenda. He read Idaho Code 74-204 outlining how to amend an agenda less than 48 hours before the meeting, or he said we could call a special meeting. Scott Taylor with Presnell Gage sent the Draft Audit and representation letter that needed signed before they would finalize the audit. The email was just received this morning after the agenda was posted. It is a timely manner needing attention. The board agreed to amend the agenda. Don read and made the motion to amend the agenda. Marge 2<sup>nd</sup>, Approved. (See attached)

**Minutes:** Rosan moved to accept the minutes for November. Marge 2<sup>nd</sup>, Approved. Minutes were signed by Don.

**Treasurer's Report:** Rosan reviewed the quarterly financial reports. Marge moved to accept, Robert 2<sup>nd</sup> approved.

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

**Account Flow Sheet:** Jim reviewed the Flow Sheets for Nov and Dec.

**Directors Report**

Terri reviewed her report. (see attached) Terri reported she had completed and submitted the annual state statistical report.

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

Cleo reviewed her report adding they received a new moisture meter through a Nez Perce grant. It can be used for firewood and construction. She reported also submitting the annual state statistical report. This is the first year CMPL has been allowed to submit their own report. Terri asked for a copy for the District files.

**Contract Development:** Marge suggested having a joint board meeting once or twice a year. Board thought that was a good idea. Don suggested that Terri start a Draft Contract with changes that are recommended during the year. He will work with Terri on the additions and corrections as we go, then the final draft will be ready in a timely manner before the current contract expires.

**Employee Evaluation:** Don reported completing Terri's evaluation.

**New Business**

**Vison/Long Range Plan:** Terri said the current plan was expired and she added it to the agenda because it was on the calendar. She did not know if the board wanted to draft a plan or not. Don said it is the board responsibility to develop long range plans for the library. Rosan said she recently attended a Fire Auxiliary program. An agency was interested in presenting a fire prevention program. Rosan thought it might be good for both libraries to jointly host this program for their communities. Don said the joint board meetings could be part of the long range plan. Rosan said after the weather got better. It was suggested to try in April.

**Audit Draft, Rep Letter, Gen. Journal Entries\*** The draft audit and representation letter were sent to board members via email. The board needs to sign the letter for Presnell Gage to finish the audit. Marge moved to sign the representation letter and approved the general journal entries. Rosan 2<sup>nd</sup>, approved. Terri will forward to Scott.

**Public Comment: none**

**Adjourned:** Don adjourned the meeting at 5:40. **Next Meeting: Feb 8, 2022, CMPL-Orofino and Zoom**

Approved: 2/8/22  
Date

  
Don Ebert, Chair

  
Terri Summerfield, Director