

**Clearwater Country Free Library District
Board of Trustees Regular Meeting
Minutes April 12, 2022**

Meeting called to Order 5:02 pm by Don Ebert, at CMPL, Orofino.

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

Guests: Nancy Butler, Cleo Castellanos, Jo Sharrai, Tammy Gilmer

Minutes: Rosan moved to accept the minutes for March 8th and March 12th. Marge 2nd, Approved. Don Signed. Robert did have some concerns about the wages discussed at the last meeting, but agreed the content was correct.

Treasurer's Report: Rosan reviewed the financial reports. Marge moved to accept, Don 2nd approved.

Bills: Bills from March were reviewed. Jim moved to accept the bills as presented. Marge 2nd, Approved. Jim asked about a check to History Net for \$26.95, it was not on the bills. Terri said it was for WWII magazine. It was written in February but did not clear the bank until March. Terri will get documentation for the board.

Account Flow Sheet: Jim reviewed the Flow Sheets for March.

Directors Report.

Terri reviewed her report. (see attached) Reported that SIF Workman's Comp premium going up \$114.00. Also working with FirstStep on a collocation agreement for email addresses in exchange for equipment on the building.

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

Cleo highlighted her report. She discussed the H666 Bill addressing pornography in libraries and staff liability.

Contract Development: Scott McDonald, Chair CMPL sent some suggestions on contract changes to Terri. Terri has incorporated them into the contract. Terri will send Scott's email and draft contract to board for reviewing.

Old Business:

Wage Scales: Terri emailed board members proposed wage scales for each position. Jim reviewed what the policy manual states about the board's responsibility and wages. Terri did not recall anything specifics as to a timeline for adjusting wages listed in the policy manual. Board agreed it has been many years since wage scales have been adjusted. Terri report that Big Country News just published an article stated the Cost of Living index rose 1.5% in March and 8.5% since last year, the highest in 40 years.

Clarification was made that none of the staff works 40 hrs/wk. The director only works 32 hrs. Also the similar positions that were reviewed included full benefits. The District does not offer medical and only 3% retirement match to employees working over 20 hrs. AFLAC is very limited coverage as well. Discussion was held on the positions, wages, benefits, inflation, cost of living, etc. The Director's position was only discussed briefly and will be placed on the agenda for May. Marge recommended some revisions on the proposed scales. Marge moved to adopt the pay scales as revised; Library Aide: \$13.50-16.50/hr, Library Aide II: \$13.50-15.00/hr, Program Coordinator: \$15.00-20.00/hr, Assistant Director: \$18.00-25.00/hr. Rosan 2nd, Approved.

Transfer Funds: Discussion was held on whether the new wage scale should take effect immediately. Since the board set the minimum wage last month to \$13.50, Rosan felt we needed to address the pay of the Library Aid whom has been working 13 years and is now making the same amount as the new hire. This then effects the next position up and continues up the staff ladder. Terri had calculated that to implement the desired wage raises, it would cost the board \$9466 for the rest of the fiscal year, ending Sept 30, 2022. Terri also stated that these wages would be set for the next year and a half. Terri presented a chart showing the board the surplus money that has been received the last three fiscal years from the county as well as the total surplus in the District's account. Last fiscal year ending 9/30/21, the District had \$306,649 unallocated funds. Jim asked how this compared to other taxing districts. Don felt it was excessive. The board asked what the recommendation for each position was. Terri reviewed each position. Rosan moved to adopt the pay wage raises as recommended by the Director, and transfer \$9500 from the general fund to the Payroll account. Marge 2nd, Approved.

New Business:

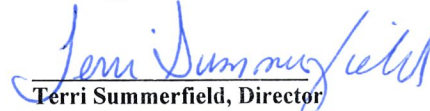
Budget Hearing Date: Rosan moved to set the budget hearing date for Aug. 9th, 2022. Marge 2nd, Approved. Terri will submit the paper work to the county.

Public Comment: none

Adjourned: Don adjourned the meeting at 7:10 **Next Meeting May 10**, Weippe and Zoom

Approved: 5-10-22
Date


Don Ebert, Chair


Terri Summerfield, Director