

**Clearwater Country Free Library District**  
**Board of Trustees Regular Meeting**  
**Minutes May 10, 2022**

Meeting called to Order 5:04 pm by Don Ebert, at Weippe.

Present: CCFLD Board Member Marge Carlson, Rosan Monaghan, Director Terri Summerfield

Zia Zoom: Jim Everett, Robert Wilhelm

Guests zia Zoom: Nancy Butler, Cleo Castellanos

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

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

**Bills:** Bills from April were reviewed. Jim asked about the Amazon Bundle Receipts on the VISA Statement and if they could all be listed instead of bundled. Marge and Rosan thought it would be more work than was needed since the receipts are readily available. Terri will bring the VISA receipts to the next meeting for Jim to review. Marge moved to accept the bills as presented. Don 2<sup>nd</sup>, Approved.

**Account Flow Sheet:** Jim reviewed the Flow Sheets for April.

**Directors Report.**

Terri reviewed her report. (see attached) Jim asked when the board had made a motion to purchase the new shed that was mentioned in her report. Terri reported that she was just bringing the information to the board now and that no decisions have been made. The neighbor wants the old shed and will move it across the fence to his property. Jim asked if it needed to go out for bid. Don left the meeting to go look at the shed. He returned to the meeting and reported the only way to move the shed was through the neighbor's property. Terri is getting a bid from Clydesdale Building for a manufactured shed and will get one from a local contractor for a stick build. The library has run out of storage space and a large shed would provide more storage plus allow the kayaks to be stored for the winter.

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

Cleo highlighted her report. Rosan asked about the increase in professional services on the Disbursement report. Cleo would get back with the board on that. Don also asked about the Wells Fargo charges, if that was their VISA. Cleo said yes. Don asked Cleo to bring receipts to the next meeting for those charges.

**Contract Development:** Board will continue to review changes as suggested and present to CMPL as they develop. All board members had received the revised contract with Scott McDonald's suggestions. Minor changes will just be added. Major suggestions will be brought to the board before being added to the contract for review.

**Old Business:**

**Wage Scale- Director:** Marge started the discussion, stating the staff salaries had been increased from 30-50%. Discussion on ranges and comparisons occurred. Jim stated statistics from the 2020 annual report including the number of library card holders. Rosan said more people use the library than those that have library cards. Jim and Robert felt the raises were high. Don wanted to clarify that the board should not look at the wage increase as a raise but as a wage adjustment to get it inline with the current market. Marge recommend that the director's wage be more reserved about 10% or \$47K-56K/year. Rosan wondered if the position would be better listed as a salaried position instead of hourly. Terri said the current position is hourly and thought it might need a motion to make it salaried as it was not listed on the agenda as an action item. Don recommended keeping it hourly this year and then if the board wishes, to make it a salaried position at the start of the new fiscal year.

Marge moved to adopt a salary range for the Director for \$47,000-\$56,000/year. Rosan 2<sup>nd</sup>. Discussion: Jim felt the board needed to do more research. He stated he did not want to go backwards but did not support these figures. Rosan stated we are not comparable to other small libraries because of the number of programs that we do and as the District Library, the director does a lot more work than smaller libraries that are just branches of larger districts. Motion carried: 4:1. Jim requested his voted of Nay be recorded.

**Transfer Funds:** Discussion on setting the adjusted wage for the director continued. For the time being, the board agreed on \$28.25/hr and will review adjustments for Salaried Position during the summer and budgeting process. Marge moved to transfer \$2000.00 for the Directors wages from the General Fund to Payroll. Don 2<sup>nd</sup>, Motion carried. 4:1. Jim voted Nay.

**New Business:**

**Public Comment:** none

**Adjourned:** Don adjourned the meeting at 6:40    **Next Meeting June 14<sup>th</sup>**, CMPL-Orofino/Zoom

Approved: 6-14-22  
Date

Don Ebert  
Don Ebert, Chair

Terri Summerfield  
Terri Summerfield, Director