

**Clearwater Country Free Library District
Board of Trustees Annual Meeting
Minutes June 14, 2022**

Meeting called to Order 5:07 pm by Don Ebert, at CMPL, Orofino.
Present: CCFLD Board Member Marge Carlson, Director Terri Summerfield
Zia Zoom: Rosan Monaghan
Guests: Nancy Butler, Cleo Castellanos, Tammy Gilmer, Jo Sharrai

Don presented Certificates of completion for the Tax Training to Marge and Rosan.

Minutes: Marge moved to accept the minutes for May. Rosan 2nd, Approved. Don Signed

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

Bills: Bills from May were reviewed. Terri had the VISA receipts present for review as requested. Marge moved to accept the bills as presented. Don 2nd, Approved.

Account Flow Sheet: NA

Robert joined the meeting at 5:15

Directors Report.

Terri reviewed her report. (see attached) Terri added that she is now contracting for Janitorial services and the FOL will be helping cover that cost. Also the grant amount from Weippe Fraser Rec. District was \$1600.00±.

Terri met with Debbie Ferguson, ICRMP. Discussed the new member portal for accessing account info and training sessions. If all board members and the director will complete the training by 7/31/22 with 100% participation, we can get a 4% discount on our ICRMP bill. Board agreed, Terri will send them the link.

Don asked if Terri would send a Thankyou card to the FOL for all their support.

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

Cleo highlighted her report. Marge asked if CMP had also given wage increase as she noticed an increase in the ages for the last two months. Cleo said yes they had given an adjustment for April and again in May. Rosan was still asking what the increase in professional services was.

Contract Development: Discussion on Sole Source procurement and advertising in the paper occurred. Will do this before the contract is signed.

Old Business:

Old Shed, declaration of Surplus Property: Don said he stopped and looked at the old shed again. Moving it or dismantling it would take time and money. Since the neighbor wants it and will move it just across the property line, this seems like the best option. Rosan moved to declare the old shed surplus. Robert 2nd, Approved.

New Shed, Library SIF Expenditure: Terri presented 2 quotes for a new shed. One is a prefab shed that is built with 2x4 and 16 wks out, \$14,500+. They other is a custom build by a local carpenter with 2x6s including the site work. \$18,000. Terri reported the balance of the library State investment fund is \$15371.59 and she would like to use these funds to purchase the new shed. The FOL will cover any overage. Marge moved to have the local contractor build the shed and use the SIF & FOL funds. Rosan 2nd, Approved.

Salary vs Hourly Director Position: Discussion was held on changing the Director's position to Salary from hourly. Board agreed it should take place Oct 1 at the beginning of the new fiscal year. Discussion on adjusting the wage to reflect the addition hours above 32 for such things a board meetings, emergency events, etc. Don moved effective 10/1/2022 to change the Library Director to a salaried position, working 32-40 hrs/wk with 16 hrs PT/month at \$51 K/year. Marge 2nd, Approved.

New Business:

Election of Officers: Rosan nominated Don as Chair. Marge 2nd, Approved. Don nominated Marge as Co-Chair and Rosan as Treasurer. Rosan 2nd the motion for Marge as Co-Chair, and Marge 2nd the motion for Rosan. Approved.

Budget Presentations: Terri reviewed the budget for the district including the wage adjustment. Terri will revised the budget to reflect the change in the Director's position from hourly to salaried and send revised budget to the board. Wage adjustments were 14%. Total District budget proposal was 12%.

Cleo presented CMPLs budget. Discussion occurred. Wage increase was 46%. Cleo handed out a sheet with staff wages and proposed increases. Total budget increase proposed is 22.6%. Don said the district would not be able to meet that request and recommended coming in at 14% and/or around \$30,000 (\$20,000 new plus the \$10,000 the board gave them extra last year.) Cleo will work on the new proposal for next month.

Holiday Pay – Part Time: Terri presented a draft policy change to Holiday Pay. Juneteenth is a new Federally observed holiday (June 19th) and Terri recommended it be added to the Holiday schedule. Also, holiday payment to part-time employees was adopted when they worked 20 hrs or more a week. We now have employees working as little as 8 and 12.5 hours/wk. Terri recommended the holiday pay be prorated based on FTE. Rosan moved to adopt Juneteenth as a paid Holiday and that part-time employees holiday pay be prorated based on their FTE. Marge 2nd, Approved.

Public Comment: none

Adjourned: Don adjourned the meeting at 7:38 **Next Meeting July 12, Weippe/Zoom**

Approved: 7-12-22
Date


Don Ebert, Chair


Terri Summerfield, Director