

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

Meeting called to Order 5:03 pm by Don Ebert, at CMPL in Orofino.

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

Guests: Cleo Castellanos, Nancy Butler, Mary Stanley, Jo Sharia

ZOOM: No attendance

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

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

Bills: Bills from Sept were reviewed. Marge moved to accept the bills as presented. Robert 2nd, Approved.

Directors Report. *(Report was emailed to board members, See Attached)*

Terri reviewed her report, adding highlights from the Idaho Library Conference. Of special concern is the Broadband Equity, Access and Deployment (BEAD) program that has been appropriated \$42.5B to help everyone have access to Internet. The ICfL has been appointed to lead the Idaho project by Gov. Little. A coordination workshop is scheduled for 11/15 in Boise and virtual.

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

Cleo highlighted her report. Marge said she noticed that Cleo's check was unusually large last month. Cleo reported that she was paid her Personal/Sick Time. CMPL pays off all staff accrued time at the end of the FY. Marge responded that the PT&Sick line item shows no expenses and ask that CMP use that line item to show when expenses have been used from that account.

Contract Development:

Don read through the final contract. Some items were discussed as to needing to be addressed during the coming year and/or that the board needed copies of: Budget form, Personnel Policy and Policy/Procedure manual. Rosan moved to accept the contract as presented and sign. Marge 2nd, Approved. Don Ebert and Mary Stanley signed the contract, both received copies for their records.

Old Business:

Conflict of Interest & Ethics forms: Terri handed out new forms for the board to read, sign and return.

New Business:

Audit: Presnell Gage has sent an engagement letter for the board to sign for the FY2122 audit. Rosan moved to sign the letter. Marge 2nd, Approved. Don signed. Terri will return to PG.

Employee Evaluation: The annual evaluation for the Director is done in November. Don agreed to do the evaluation again. Terri will send the evaluation forms to board members if they have something they want to address. They can complete the form and send it to Don.

Public Comment: none

Adjourned: Don adjourned the meeting at 6:42. Next Meeting November 8, Weippe/Zoom

Approved: 11-8-22
Date

Don Ebert
Don Ebert, Chair

Terri Summerfield
Terri Summerfield, Director