

**Clearwater Country Free Library District  
Board of Trustees Meeting  
Minutes January 10, 2023**

Meeting called to Order 5:00 pm by Don Ebert, at Weippe.

Present Don Ebert, Marge Carlson, Director Terri Summerfield

Zoom: CCFLD Board Members: Rosan Monaghan, Karen Loranger, Robert Wilhelm

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

**Minutes:** Marge moved to accept the minutes for Nov 4, Special Meeting, Rosan 2<sup>nd</sup>, M/C. Rosan moved to accept the minutes for Nov 8. Karen 2<sup>nd</sup>, M/C. Don Signed both.

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

**Bills:** Bills from November & December were reviewed. Marge moved to accept the bills as presented. Karen 2<sup>nd</sup>, M/C.

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

Don asked about the Eagle Permit. Terri explained because they have a Golden Eagle on display, she needs to file a report annually with the US Fish & Wildlife. Karen asked if the snowshoeing and Fly-tying classes were only being held in Weippe. Terri replied, yes.

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

Cleo asked if there were any questions concerning her report. None. Marge asked if they could fix the percentage problem on the financial reports.

Contract Development: None

**New Business:**

**Borrowing Materials Policy Revised.** Terri presented a draft of suggested changes to the Borrowing Materials Policy. Revisions include listed number of items that can be checked out for each category and adding that a patron can only check out items on their personal card, not others' ie: spouse, child, etc. Rosan moved to approve the changes to the borrowing Materials Policy. Marge 2<sup>nd</sup>, M/C.

**Audit Draft, Representation Letter:** We received the draft audit and draft representation letter. Terri emailed these to the board prior to the meeting. Marge moved to send the final representation letter to Presnell Gage, Rosan 2<sup>nd</sup>, M/C. Scott Taylor, Presnell Gage will present the Audit at the February meeting.

**Employee Evaluation:** Don did Terri's evaluation. Executive Session will be held next meeting to review with board. Terri to add to agenda.


Marge would like to start reviewing the Trustee Manual/Bylaws during the board meetings. Terri will add to the agenda.

**Public Comment:** none

**Adjourned:** Don adjourned the meeting. **Next Meeting Feb 14, 2023**, Orofino/Zoom

Approved: 2-14-23  
Date

  
Don Ebert, Chair

  
Terri Summerfield, Director