

**Clearwater Country Free Library District
Board of Trustees Meeting
Minutes April 11, 2023**

Meeting called to Order 5:05 pm by Don Ebert, at CMPL, Orofino.

Present Don Ebert, Rosan Monaghan, Marge Carlson, Karen Loranger, Robert Wilhelm

Director Terri Summerfield

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

Minutes: Karen had a grammatical correction in paragraph one. Rosan moved to accept the minutes with the correction for March, Marge 2nd, M/C. Don Signed.

Treasurer's Report: Rosan reviewed the financial reports. Marge moved to accept reports as presented, Karen 2nd M/C.

Bills: Bills from March were reviewed. Marge moved to accept the bills as presented. Robert 2nd, M/C. Terri reported that Multifold Paper towels from Amazon have increased by 34% since December. All supplies are seeing significant increases.

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

Terri reviewed her report. She showed a video clip of the Turkey hunting class at the Youth Academy. L-2 Tax training for the next budget year will be in Moscow on April 24th. Terri, Marge and Rosan will be attending. The Letter of Intent for the Facilities grant was accepted and a request to submit a full grant proposal has been received. Total request from LOI was \$16M. The ICfL only has \$3.5 available.

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

Cleo reviewed her report. Digital Access program with Boise State will be held April 20th at CMPL at 3:00pm

Contract Development: Terri suggested that with Cleo leaving next month, that now might be a good time to get documents from CMPL that are outlined in the Contract. Section 1.2 Personnel Policy, 1.3 Policies and Procedures, 1.4 Approved Budget Format, CMPL 990 form and Annual Financial Review, 1.6 Internet Use Policy. Discussion on items was held. Cleo said they were working on their policies and procedures. Terri reported that the board had previously approved a budget form for use by both libraries. Rosan said it would be nice for both libraries to use the same form for continuity when reviewing the budgets. Don asked Terri to email the board what documents are needed from CMPL for the contract.

New Business:

Trustee Manual Review- Bylaws. The board read through the draft Bylaws that showed the recommendations from last month. Rosan moved to accept the Bylaws as corrected. Karen 2nd. MC Terri will add a section of the policy manual to the next agenda and monthly after that until all policies have been reviewed. Marge recommended that we do the contract next month instead so that it will be completed by September for signing. Board agreed.

House Bill #227: HB 314 was vetoed by the governor. Cleo reported HB227 did pass. The final version is not yet available. Terri recommended covering the policy manual that deals with HB 227 after the contract to make sure we are in compliance with it by July 1. Don thought this content probably needed added to the contract as well.

No Election: Terri reported that the District received only one petition for each open trustee position. We do not have to have an election. Terri confirm this information with the County Clerk. Don moved to declare Karen Loranger and Marge Carlson duly elected for the next term of office. Marge will serve a 2-year term and Karen will serve a 6-year term. Rosan 2nd, MC. Oath of office will take place in June at the annual meeting.

Executive Session: Marge moved that the board go into Executive Session pursuant to Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Karen 2nd. Roll Call vote: Don-Y, Karen-Y, Robert-Y, Rosan-Y, Marge-Y.
Don moved to leave Ex. Session.

Public Comment: Continuing Zoom Meetings was discussed. It will be added to next month's agenda.

Adjourned: Meeting adjourned at 6:30

Approved: 5/9/23
Date

Marge Carlson in lieu of
Don Ebert, Chair

Terri Summerfield
Terri Summerfield, Director