

**Clearwater Country Free Library District  
Board of Trustees  
Minutes July 18, 2023**

Meeting called to Order 5:02 pm by Don Ebert, at Weippe.

Present: Marge Carlson, Robert Wilhelm, Karen Loranger, Rosan Monaghan, Director Terri Summerfield

Guests: Jo Sharia, Jessica Long, Mary Stanley, Tammy Gilmer

Karen Loranger took the oath of office as Trustee of the board.

Karen and Rosan signed Conflict of Interest and Ethics forms.

**Minutes:** Marge moved to accept the minutes for June, Karen 2<sup>nd</sup>, M/C. Don Signed.

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

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

Terri reviewed her report. Discussion was held on webinar "What is Harmful to minors/Obscene" Discussions and training will continue as the board agrees the subject is not going away.

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

Jessica reviewed her report. Raina Johnston is the new Assistant Director. Krista Hain is the youth librarian. Applications are being accepted for 3 part-time positions.

**Contract Development:**

**Sole Source Procurement:** Don reviewed the reason for the sole source publication. He read through the publication from last year. (See Attached) Time line for publishing the notice was discussed, whether to publish with the Budget Hearing notice or after the budget hearing. Don recommended doing it after the budget hearing in order for the agenda to read Sole Source Declaration.

Board discussed the draft contract with CMPL. Don highlighted the new Inter Library Loan section that was added in May. Discussion was held on using the courier to return items to CMPL from CCFLD and from CMPL to CCFLD. Jessica Long, presented a written proposal to Don from the CMPL board. (See Attached) Don read the proposal to the board. CMPL recommends CCFLD build a box to be placed at CMPL for CCFLD items to be dropped in by patrons. The box would be locked and the courier would be the only person that will have access to the box. Discussion followed. Terri noted that CCLFD uses the courier to return items to CMPL regularly as well as any VALNet items that are dropped off at the District library. Marge Carlson said that customer service needs to be our main concerns whether it's a patron at CMPL or a patron at CCFLD. Don will work with Terri to redraft the contract to address courier service for the next meeting.

**Old Business:**

**Budget/Publication:** Terri reviewed the revised District budget. No increase in AFLAC was needed as staff qualified for automatic upgrades. Total increase for the entire District budget is 3.6%. Terri reviewed the proposed budget publication, including the anticipated Ad Valorem tax, sales tax, interest and carry over needed to cover the proposed expenditures. Rosan moved to publish the budget as proposed for the Budget Hearing on August 8<sup>th</sup>. Marge 2<sup>nd</sup>, MC. Terri will submit the Notice of Budget Hearing to the paper.

**Public Comment:** Jessica inquired about the quarterly check for CMPL. Don signed the check and gave it to Jessica.

**Adjourned:** Meeting adjourned. Next Meet August 8<sup>th</sup>, CMPL-Orofino.

Approved: 8/8/23  
Date

Don Ebert  
Don Ebert, Chair

Terri Summerfield  
Terri Summerfield, Director