

**Clearwater Country Free Library District**  
**Board of Trustees**  
**Minutes May 14, 2024**

Meeting called to Order 5:01 pm by Treasurer Marge Carlson, at Weippe.

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

Guests: Jo Sharrai, Jessica Long

Absent: Don Ebert, Rosan Monaghan

**Minutes:** Karen moved to accept the minutes for April with one typo correction. Robert 2<sup>nd</sup>, M/C. Marge Signed.

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

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

Terri reviewed her report. Expanding on the IDC and RLA meetings, that most of the discussion was on HB 710 and the impacts on digital materials.

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

Jessica reviewed her monthly reports.

**Contract Development:** None

**Old Business:**

**Policy Changes-HB 710.** Terri did a summary of HB710. Libraries need to have a policy and form to handle complaints of materials they feel are harmful to minors. The form has to have the definition of Harmful to Minors as laid out in HB710. The board has 60 days to address the issue before legal action can take place against the library. Board members reviewed the changes concerning age of minors and reconsideration of materials. Robert moved to accept the changes about age of minors and reconsideration of materials policy and form. Karen 2<sup>nd</sup>. M/C

**Policy Updates:** Terri presented several minor updates to the policy manual. Karen moved to accept the changes to User Groups, Patron Needs, ILL and Scheduled Hours. Robert 2<sup>nd</sup>, M/C.

**New Business:**

**Library Director Job Description:** The board reviewed changes to the Library Director job description. Additions included a section that provides the Board to allow the Director to work remotely. Karen moved to accept the Job Description with the changes presented. Robert 2<sup>nd</sup>. M/C

**Request to work remotely:** Director Terri Summerfield had emailed the board of trustees a request to work remotely as she will be moving late August or September. Marge requested that a new computer be bought for Terri to work on so the library files were not on her personal computer. Karen agreed. Discussion continued. Robert felt Terri needed to be present at least 2 times a week to supervise staff. Terri responded that she only works 4 days a week and that staff does not work every day either so supervision would be limited, as it currently is. Robert also felt that the full board should make this decision and wanted to wait until Don and Rosan were present. It was decided that Terri could get some quotes for computers and a special meeting would be called next week to make this decision.

**Tech Fund Request:** The Security Alarm Monitoring has expired and Fisher Systems has 1, 3, 5-year options for renewing. Robert moved to purchase the 5-year contract for Security monitoring, using funds from the SIF: Tech Fund. Clarification was made that there is over \$18,000 in the Tech Fund. Karen 2<sup>nd</sup>. M/C

**Public Comment:** None

**Adjourned:** Meeting adjourned. Next Meeting June 11, 5:00 pm at CMPL-Orofino.

Approved: 6-11-24  
Date

Don Ebert  
Don Ebert, Chair

Terri Summerfield  
Terri Summerfield, Director

**Clearwater Country Free Library District  
Board of Trustees  
Special meeting  
Minutes May 22, 2024**

Meeting called to Order 3:01 pm by Don Ebert, at Weippe.

Present: Marge Carlson, Director Terri Summerfield, Zoom: Robert Wilhelm

Zoom Guests: Jessica Long, Nancy Butler, Tami Gilmer, Jo Sharrai, Robert Meade

**Request to Work Remotely:**

Don started the meeting explaining that Terri had approached him awhile ago and stated she would be moving and did not feel a commute was feasible and asked about working remotely. Terri and him had several discussions on this topic.

Don stated he wanted what was best for the District at this time. He said the director working remotely would not be a permanent option but a solution for the interim. He felt this is in the best interest to do this with a transition to a permanent on site director in the future. We can try it for a year and re-evaluate.

Marge agreed with Don that we should give it a try, stating that Terri has the ability to make it work.

Robert stated he thought the director should be onsite one day a week. That it was important to supervise staff. He was concerned about the precedence that it sets for future directors.

Marge moved to grant the request for Terri to work remotely. Don 2<sup>nd</sup>, M/C.

**Tech Fund Draw for new PC:** Terri said she had been getting quotes for Windows 10 computers to match the computers at the library. Doug Baker, ICfL, recommended that she upgrade to Windows 11. With this information, Terri had not had ample time to get good quotes but felt they should be 1500-2000. Terri also recommended that they upgrade Quickbooks to 2024 from 2020, but she was not able to get a hard quote on that because of the confusion on payroll processing.

Marge moved to spend up to \$2500 for a PC for home use for the director and up graded software to Windows 11 at the library and Quickbooks. Don 2<sup>nd</sup>, Robert stated he thought the new PC should stay at the library. Marge agreed. M/C.

**Adjourned:** Meeting adjourned 3:25. Next Meeting June 11, 5:00 pm at CMPL-Orofino.

Approved: 6-11-24  
Date

Don Ebert  
Don Ebert, Chair

Terri Summerfield  
Terri Summerfield, Director