



Benewah County Free Library District

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February 8, 2023 Board meeting minutes

Chairperson Maria Sergent called the meeting to order at 1:45 pm.

The Pledge of Allegiance was recited.

Roll call- Present: Maria Sergent-Chairperson, Denise Floch-Clerk, Board members: Myrtle Mellen, Sue Elias and Jenny Wilson. Director, Kathy Davis, was present. The Crandall family was also in attendance. Ms. Crandall thanked the Board for their work and the opportunity for the family to observe.

Audit presentation was conducted by Tony Matson from Hayden & Ross. Tony went over the financial documents related to the most recent audit for the BCFLD. The audit results showed that the District was clear, and all financial documents were in order. He discussed with the Board the overall financial health of the District and stated that the attempt to do a two year audit rather than a one year audit had not been as beneficial as he had hoped. He expects that we will be required to conduct an annual audit in the future based upon typical annual expenditures. Tony also informed the Board that the audit, in future years, will have an increased cost. He submitted a potential fee scale. No action was taken. The audit contract will be discussed at a future meeting.

Approval of the agenda: Myrtle Mellen moved to accept the agenda as presented. Denise seconded. Motion carried.

Approval of minutes: M. Mellen moved to approve the minutes of the Dec 14, 22 meeting. D. Floch seconded. Motion carried.

Treasurer's report: Director, Kathy Davis, presented the Treasurer's report including bank reconciliations, check register, and a profit and loss budget performance report were presented. D. Floch motioned that the treasurer's report be accepted and all bills paid. S. Elias seconded the motion. Motion carried.

Director Report: Director, Kathy Davis, provided a Director's Report to the Board and responded to questions from the Board related to the report.

Staff from both libraries did participate in ICRIMP training. They reported that they found it to be beneficial. The director will continue to seek training that is informative and accessible.

Committee Reports: Myrtle reported on the New Library Team at Tri Comm. A webinar was held on February 8. Trustees Wilson and Mellen attended the webinar and found it to be informative and within the scope of the construction project. The webinar was recorded and will be made available to Board members.

Trustee Mellen reported that she anticipated that the architect would have things completed within three weeks. She is hopeful the plans will be available for viewing during the next fundraising event.

The NLT conducted a bake sale and hot cocoa event on Jan 28, 2022. The sale was successful and raised \$507.00. Their next event will be March 11 at the Senior Center in Fernwood. They will have an auction and a taco feed. Board members were encouraged to attend.

New Business

Correspondence related to an employee request was discussed. The Board was provided additional resources related to the request. The Board spent time looking for funds which might be accessed within the current budget and were unable to find a source of funding at this time but will continue to explore that. The Board asked that an inventory of employees' experience, length of employment, education, evaluations, and skills be done and presented at the next scheduled meeting. Trustee Floch made a motion that the Board make no changes in salaries at this time but that the Board return to the discussion at its next meeting reviewing the personnel information in an effort to treat all employees with fairness and respect. The motion was seconded by S. Elias. Motion carried.

ICfL Facilities Grant- Upon review of the grant criteria, it was determined that the new facility project for Tri Community met the criteria outlined in the grant. Trustee Mellen made a motion that the Board write a letter of intent supporting the application for the grant. Trustee Wilson seconded the motion. The motion passed. The Director will prepare the letter which will be signed by Chair Sergeant. The Letter of Intent will be prepared and filed by the February 27, 2023 deadline.

SMPL Letter of Support Request - The letter submitted by P. Humphrey from St. Maries Public Library was reviewed. Although the Board was supportive of SMPL's project, the Board felt that the letter of support was not required and would not increase SMPL's chances of being awarded the grant. There was also a concern that because the BCFLD was applying for the same grant, it might be seen as a conflict of interest. Trustee Floch made the motion that BCFLD not provide a letter for the SMPL application. Trustee Elias seconded the motion. Motion passed.

Bank Signatures- A motion was made by Trustee Elias that Becky Ahonen be removed from the Tri Community account at Banner Bank and replaced with Director, Kathy Davis. In addition, Margaret Benson is to be removed as a signer on the Tensed DeSmet Library account at Umpqua Bank and replaced with Director, Kathy Davis. The motion was seconded by M. Mellen . Motion passed.

Old Business

The janitor position was discussed but no action was taken. This will be addressed at the next scheduled meeting. Kathy will discuss a possible change with personnel and report for the April meeting.

Trueman/Olson Property- Trustee Mellen made a motion that the BCFLD Board trade the current site of the Tri Community Library, Fernwood, ID for property owned by Vicci R. Trueman and Anna C. Olson, legally described as: Lot 7, Block 9, Milwaukee Land Company's First Addition to Fernwood, Benewah County, Idaho. The trade is to provide additional property for construction of a new Tri Community Library. There will be no money involved in the trade. The District will have possession of the current building until such time as a new building is constructed. This transaction will be contingent upon signed documentation stating that the District will not be charged while in occupancy of the original library building. In the event that a new building is not constructed , the properties are to be returned to the original owners. The motion is also contingent upon the transaction meeting all criteria set by legal counsel which shall be engaged by the New Library Team. The motion was seconded by D. Floch. Motion carried. It was discussed that the Board will attempt to identify funds within the budget to help offset this legal expense.

Other Items- Director, Kathy Davis informed the Board that a grant “That All May Read” from the ICfL was submitted. If the \$1,000 grant is awarded, it will be shared by the two branch libraries. The funds will be used to provide additional materials for those with reading disabilities.

The grant from the Idaho Communities Foundation is up for renewal. The renewal date is February 15. K Davis will prepare the application and submit it by the February 15 deadline. If awarded the grant funds will be used to continue the outreach program at Tri Community which targets preschool children and their families. A survey will be developed and distributed to families receiving materials from this program. It will be distributed at school events attended by library staff and volunteers and will also be available at the library.

Director Davis reported that head librarians had received their evaluations, and they in turn would be directed to conduct evaluations on the staff under their direction. The staff will also be encouraged to begin requesting items to be considered for the next budget cycle. Strategic plans should also be reviewed and updated by both libraries.

Adjournment: M. Mellen made a motion to adjourn the meeting with D. Floch making a second. Motion carried. Meeting was adjourned at 5:07.

Next Meeting: April 12, 2023 – Tri Community Library – 1:30 PM

Respectfully submitted,

Kathy Davis, Director