

LIZARD BUTTE LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEE MEETING
Held Feb. 24, 2020 Marsing, Idaho

Jamie Parkins called the meeting to order at 5:34 p.m. Board members present were Sue Adams, Maurina Rowley, and Margaret Scott.

Margaret made a motion to discuss the board vacancy and include an executive session at the end of the meeting to discuss who the board would like to interview. Sue seconded the motion and it passed with unanimous consent.

MINUTES of Jan. 9th Board Mtg. were read and approved by unanimous consent.

LIBRARIAN'S REPORT was read and approved.

FINANCIAL REPORT was read and approved.

PAYMENT VOUCHER was read and approved to have all bills paid.

Notice of Meeting Posted 2/12/2020

Agenda Posted 2/20/2020

Unfinished Business:

New Business:

1. HIRING PROCESS – This was moved to the executive session.
2. POLICIES AND PROCEDURES – The Salary Policy – Addendum referencing how many hours' employees could work or be paid benefits was removed. It was removed because it was untrue as per PERSI. The Overdue Materials & Fines Policy was updated in the following ways: Lost but Looking was changed to 6 weeks of time to look for book. Hotspots and STEAM Kits were added to the fines list.

Book repairs were updated in Technical Processing to reflect using the computer instead of printing on cards.

The Community Room Policy was changed to remove the \$150.00 charge for Out of District people to use the computers.

Computers for Public Use was updated to remove the need for a parent to sign for a child to use the computer.

Registration for Library Cards added Head Start employees to get a free card. Add the requirement of an ID to get a library card. STEAM kits were added to the checkout list. Non-resident fee for Seniors was updated to \$10.00 per year.

Changing Names on Bank Accounts was updated for the procedures from the Bank. They now send the signature cards to the library and board members can sign at the library.

Margaret made a motion to accept all of these policy changes seconded by Maurina. The motion passed with unanimous consent.

3. BOARD VACANCY – The board declared a vacancy on the board due to the Julia Burham passing away.
4. PURCHASE REQUESTS – None at this time.
5. EXECUTIVE SESSION – Margaret made a motion to enter into executive session to discuss the hiring process and how to interview. The motion was seconded by Sue and passed with unanimous consent. Sue made a motion to come out of executive session seconded by Maurina. The motion was passed with unanimous consent. Sue made a motion to interview Catriona Hardy and Jennifer J. Stevenson. The motion was seconded by Margaret and passed with unanimous consent.

Adjournment Time 6:20 pm

Respectfully Submitted

Janna Streibel

Secretary of the Board of Trustee