

**Snake River School/Community Library District  
Board of Trustees Meeting  
August 4, 2022**

*minutes  
for  
August 4/22  
includes  
ICFL*

**I) Welcome and Call to Order:**

The library board meeting was called to order at 5:35 p.m. by Chairman Natalie Raymond (who attended by phone). Also attending were Sydnee Hale, Kerry Christiansen, Jason Millan, Library Director Sherrilynn Bair, and Board Clerk Terisa Coombs. Josh Sorensen was absent.

**II) Pledge/Prayer**

Kerry Christiansen opened the meeting with the Pledge of Allegiance.

**III) Approval of Agenda:**

**A motion to approve the agenda was made by Sydnee Hale and seconded by Kerry Christiansen. All the board members present voted aye. Motion passed 4-0.**

**IV) Approval of Minutes:**

**Sydnee Hale moved and Jason Millan seconded to approve the minutes of April 7, 2022, April 20, 2022, and June 16, 2022 as they have been written. All the board members present voted aye. Motion passed 4-0.**

**V) Patron Forum**

There were no comments.

**VI) Board Concerns/Report on Actions and Assignments**

Kerry Christiansen reported that the CD's are taken care of and renewed. She has a form from ICCU that Natalie will need to sign, which she will do tomorrow.

**VII) Financial Statements**

A lengthy discussion was held about the financial statements. Erin Polatis, bookkeeper, explained the financial spreadsheets, which look a little different than the board is used to. Some adjustments were made especially with setting up categories/accounts. Library Director Sherrilynn Bair discussed the process of purchasing and reconciliation.

**A motion was made by Kerry Christiansen and seconded by Sydnee Hale to accept the financial statements as printed. All the board members present voted aye. Motion passed 4-0.**

**VIII) Budget Hearing**

Library Director Sherrilynn Bair went over the proposed 2022-2023 proposed budget and each board member spent time reviewing it and asking clarification questions. Rate increases were explained to the board by Clay Ritter, Public Library Consultant from the Idaho Commission for Libraries. The board had a discussion about if they should take the full 3% increase. With inflation on the rise and with uncertainty in the economy, the board would like to take the full 3% increase. Extensive discussion was held. Kerry Christiansen suggested that the board have a budget planning meeting prior to the budget hearing next year.

*[Faint handwritten notes and signatures at the bottom of the page]*

**A motion to approve the Fiscal Year 2023 budget as it was posted, published, and presented was made by Kerry Christiansen and seconded by Sydnee Hale. All the board members present voted aye. Motion passed 4-0.**

Natalie Raymond left the meeting.

**IX) Board Training**

Board Training on Trustee Roles and Responsibilities was presented by Clay Ritter, Public Library Consultant for the Idaho Commission of Libraries. Please see the handout for more information. Of significance, in 2015 Idaho Code was changed from the board meeting quarterly to meeting every other month. Also, the annual meeting shall happen in June every year. At the annual meeting, the meeting schedule should be determined. Idaho Code states that "all library districts shall meet at least once every two months at a uniform day of the month that the board of trustees shall determine at its annual meeting." The board will discuss this at the next meeting. If the board continues to set the schedule at each meeting, they will post the notice five days in advance to the meeting and then the agenda by 48 hours before.

**X) Director's Report**

Summer Reading is going really well and the employees appear to be happy. There have been minimal complaints. She also talked about the plans for the computer room. It will be changed to a multipurpose room. There will be a family reading night in August and October. The number of library cards given has increased. Book Club will be starting soon. They are currently working on adding other groups.

**XI) Adjourn:**

**Sydnee Hale moved and Kerry Christiansen seconded that the meeting be adjourned.**

The meeting adjourned at 7:15 p.m.

The next regular board meeting will be October 17, 2022 at 5:30 p.m. at the library.

**ATTEST:**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman