

**Snake River School/Community Library District  
Board of Trustees Meeting  
February 6, 2023**

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

The library board meeting was called to order at 5:49 p.m. by Chairman Natalie Raymond. Also attending were Jay Millan, Kerry Christiansen, and Lon Harrington. Sydnee Hale was absent. Also attending were Library Director Sherrilynn Bair and Board Clerk Terisa Coombs.

**II) Pledge of Allegiance**

Jay Millan opened the meeting with the Pledge of Allegiance.

**III) Approval of Agenda:**

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

**IV) Approval of Minutes**

**Lon Harrington moved and Jay Millan seconded to approve the minutes of December 5, 2023 as they have been written. All the board members present voted aye. Motion passed 4-0.**

**V) New Hires**

Special Events Team: Jacey Later, Sadie Beasley, Sophie Grimmett, Ryan Pugmire, and Zane Turpin.

**A motion to approve the new hires was made by Jay Millan and seconded by Kerry Christiansen. All board members present voted aye. Motion passed 4-0.**

**VI) Financial Statements**

A discussion was held about the financial statements. The board also discussed the Square accounts and how this account shows up on the financial statements. Director Bair is going to look into Venmo and see if that is possible. Internet services and e-rate were also discussed. LGIP interest rates are 3% and the board is continually watching the rates.

**A motion was made by Lon Harrington and seconded by Jay Millan to accept the financial statements as printed. All the board members present voted aye. Motion passed 4-0.**

**VII) Audit Report**

The Audit Report from October 1, 2021 through September 30, 2022 was reviewed and discussion held.

**A motion was made by Kerry Christiansen and seconded by Lon Harrington to approve the Audit Report for the year ending September 30, 2022. All the board members present voted aye. Motion passed 4-0.**

**VIII) Board Concerns/Follow Up**

There were no board concerns or follow up.

**IX) Librarian Update**

Director Bair updated the board about things that are happening at the library. The next Family Reading Night will be the first week of May and will be the summer reading kickoff. The High School Art Show will be in the library in May. Book Club will be finishing up for the year in April. Director Bair is going to write a grant to hire a summer intern to give some of the older high school kids the opportunity for a little experience in the field and to also show an internship on their resume. Director Bair also updated the board with different statistics on circulations and book checkouts comparing December and January.

**X) Policies**

- a. Patron Registration Policy: In the second paragraph, “The Patron must provide the name and phone number of a contact person who does not live in the same household” was removed from the policy. Also, the last line in the policy that reads “Lost library cards may be replaced for a charge of \$2.00” was also removed from the policy.
- b. Library Fines and Fees: Book Jacket Covers, Barcodes, Replacement Library Card, Local Fax and Long Distance Fax were removed. Damaged but Repairable was changed from \$10.00 to Price to Be Determined. Patron Book Repair – Price Varies was added.
- c. Library Materials Lending Policy: This policy was reviewed, no changes.
- d. Library Patron Behavior Policy: Items 7 and 8 were updated adding without approval.
- e. Unattended Child Behavior: The board would like to update the first paragraph and look at it again at the next meeting.

**A motion was made by Lon Harrington and seconded by Jay Millan to approve the first reading of the policies as presented with changes as noted. All the board members present voted aye. Motion passed 4-0.**

**XI) Adjourn:**

**Kerry Christiansen moved and Lon Harrington seconded that the meeting be adjourned.**

The meeting adjourned at 6:40 p.m.

The next regular board meeting will be April 3, 2023 at 5:45 p.m. at the library.

**ATTEST:**

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**Clerk**

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**Date**

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**Chairman**