

Snake River School/Community Library District
Board of Trustees Meeting
December 1, 2025

I) Welcome and Call to Order:

The library board meeting was called to order at 5:45 p.m. by Natalie Raymond. Also attending were Syd Hale, Kerry Christiansen, and Jason Millan. Toni Ibarra was absent. Library Director Sherrilynn Bair and Board Clerk Terisa Coombs were also present.

II) Prayer or Pledge of Allegiance

Kerry Christiansen 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 Syd Hale. All the board members present voted aye. Motion passed 4-0.

IV) Approval of Minutes

Jason Millan moved and Kerry Christiansen seconded to approve the minutes of October 6, 2025 as presented. All the board members present voted aye. Motion passed 4-0.

V) Financial Statements

The board reviewed multiple financial statements including credit card statements, LGIP statements for September and October, and the October budget versus actual report. Some statements are still pending reconciliation, particularly the credit card and year-end reports, and members were informed that work is ongoing. The upcoming audit, scheduled for December 16, was discussed, with preparations already underway. Certificates of Deposit at ICCU are set to roll over in December; current rates were reviewed, and it was agreed to roll them over while keeping some funds liquid. The board also reviewed preliminary profit and loss statements for September and October, noting that several line items are not yet reconciled. Variances were explained by shared costs with the school district, pending reimbursements, E-rate discounts, and changes in spending patterns. Some categories appear over or under budget but will balance once adjustments are made. Outstanding district bills will be paid when received.

Kerry Christiansen moved and Jason Millan seconded to roll over both CD's at ICCU on December 23, 2025 when they become due. All the board members present voted aye. Motion passed 4-0.

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

VI) Board Concerns/Follow Up

There were no board concerns or any follow up items.

VII) Librarian Update

The librarian reported that Family Reading Night is scheduled for next Monday and the audit is set for December 16. A temporary credit card fraud shutdown occurred due to gift card purchases but was resolved with no financial loss. Summer reading themes were discussed, with strong interest in aligning programming with America 250. The librarian also shared updates on major community initiatives,

including the successful Giving Machine donations and plans for a new community outreach center in partnership with Frontier Credit Union that will support literacy, tutoring, and community programs.

VIII) Adjourn:

Syd Hale moved and Natalie Raymond seconded that the meeting be adjourned.

The meeting adjourned at 6:12 p.m.

The next regular board meeting will be February 2, 2026 at 5:45 p.m. at the library.

ATTEST:

Clerk

2/2/26
Date

Chairman