

LIZARD BUTTE LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEE MEETING
Held June 6, 2019 Marsing, Idaho

Jamie Parkins called the meeting to order at 5:30 p.m. Board members present were Julia Burham, Maurina Rowley and Margaret Scott.

MINUTES of May 2nd 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. Maurina Rowley and Margaret Scott signed checks.

Notice of Meeting Posted 5/30/19

Agenda Posted 6/4/19

Unfinished Business:

1. AUDIT - The State of Idaho now requires an audit when expenditures are over \$150,000.00 per year. The USDA is following that law in their requirements. The library is no longer required to have an audit. Julia made a motion to have the library audited every 3 years. Maurina seconded the motion and it passed with unanimous consent. The next audit would be at the end of fiscal year 2021.

2. HOTSPOT POLICY – To help ensure a timely return of our hotspots Maurina made a motion to make the following changes to the Hotspot Policy. If a hotspot is a day late, it is turned off. When it is 2 weeks overdue a registered letter is sent letting the patron know that if they return the hotspot within 2 weeks we will waive the fines. If they don't return it within the 2 weeks we send a letter stating the library will take them to court. Margaret seconded the motion and it passed with unanimous consent.

New Business:

1. ELECTION OF OFFICERS AND SWEAR-IN OF RE-ELECTED MEMEBERS – Maurina Rowley and Margaret Scott were both sworn-in for their new terms. Julia made a motion to have Jamie Parkins serve as Chair and Maurina Rowley as Vice-Chair. No other nominations were heard. Margaret seconded Julia's motion and it passed with unanimous consent.

2. DOROTHY HUTCHINGS – Dorothy is tutoring students and would like to use the library in the mornings. Margaret made a motion to charge \$5.00 per week. Julia seconded the motion and it passed with unanimous consent.

3. POLICY REVIEW – The yearly policy review will be on the July agenda. If anyone needs copies of any policies, please let Janna know.

4. PURCHASE REQUESTS – None at this time.

Adjournment Time 6:10 pm

Respectfully Submitted

Janna Streibel

Secretary of the Board of Trustee