

Bonneville County Library District

Minutes of the Bonneville County Library District Board of Trustees Meeting December 5, 2022

Called to order at 10:00 am by Board Chair Debra Haake.

Present: Debra Haacke, Karen Harris, Rebecca Blackson, Jennifer Crofts, and Library Director Michelle Tolman. Jenni Cragun joined by phone then arrived shortly after the meeting started. Myra Judkins, Shawn Tolman, and Jim McNall were also in attendance.

On motions duly made and seconded after due deliberation, the following resolutions were unanimously adopted:

RESOLVED, that the minutes from the previous meeting November 9th were accepted. (Karen motioned; Rebecca seconded.)

RESOLVED, that the financial statements provided by Director Michelle were accepted. (Karen motioned; Rebecca seconded.)

The training with Jim McNall was moved to the end of the meeting. Jenni arrived.

On motions duly made and seconded after due deliberation, the following motions passed:

RESOLVED, that the amended Swan Valley contract be presented to the Swan Valley School Board at their meeting on December 14th to be accepted pending approval by legal counsel. (Karen motioned; Jen seconded.)

RESOLVED, that the Conference Room Usage Policy be amended with discussed changes. (Karen motioned; Jen seconded.)

The audit schedule was discussed and Michelle will continue moving forward to have the audit completed in December. Debra requested that we have an electronic report for ease of submitting to the State Controls Board. No formal actions were deemed necessary.

Michelle reported that things are going well with library programs, more programs are being planned, some difficulties with Libby have been addressed, and Iona has had a very positive response since reopening. The Westside branch attendance has been sparse, so she is continuing to pursue options to get the word out specifically for that location. Questions have been asked about a book drop at the Ammon branch which is continuing to be looked at for logistical feasibility. She is continuing to proceed with opening an ICCU account that will fit the district needs better as discussed previously.

There was no Friends of the Library report nor any public comment.

Shawn left the meeting.

Jim McNall, Risk Management Specialist for ICRMP, presented a training meeting to the trustees on best practices to make sure they are fulfilling their duties and following all applicable law. He noted that the board is responsible for 3 main things: 1. Fiscal oversight 2. Hiring a director/advising the director 3. Library Policies. He also emphasized that they should consult ICRMP and legal counsel with questions.

Rebecca left during the training at 12:17.

The next public meeting will be held February 8th, 2023 at 10:00 am at the Ammon Branch, 3015 S 25th E Ammon, ID 83406.

The public meeting adjourned at 12:58.