

Bonneville County Library District

Minutes

A working session of the Board of Trustees of the Bonneville County Library District was held at the Lookout Credit Union located at 2255 East Sunnyside Rd on Monday, May 9th, 2022 at 10:30 am.

The following trustees were present:

Jennifer Crofts (Chair)
Debra Haacke
Jenni Cragun
Karen Harris
Rebecca Blackson

Other attendees included Alena Chunn, as well as Dylan Baker and Clay Ritter from the Idaho Commission for Libraries who joined the meeting remotely.

Jennifer Crofts acted as Chairman of the meeting and Alena Chunn acted as secretary of the meeting.

The Chairman announced that a quorum of the Trustees was present, and that the meeting, having been duly convened, was ready to proceed with its business at 10:31 am.

Karen Harris made a motion to add an executive session to the end of the meeting to discuss hiring an interim director/library director. Jenni Cragun seconded. The motion passed unanimously.

Dylan Baker and Clay Ritter were introduced as representatives from the Idaho Commission for Libraries. They advised regarding leasing procedures, foundational documents including policies and procedures, public entity liability insurance, and library consortiums available.

Research and review of the policies and procedures of other county library districts in Idaho was recommended by Clay Ritter. A motion to form a committee to develop policies and procedures relevant to the BCLD was made by Karen Harris. Rebecca Blackson seconded. The motion passed unanimously. This newly formed committee will include Rebecca Blackson as member.

As it was determined that public entity liability insurance would be beneficial, Karen Harris volunteered to reach out to legal counsel to discuss such insurance and options for payment of insurance. It was also determined that legal counsel's advice would be sought regarding training, branch operations and lease agreements, and timing of a public statement. The discussion of how and when to issue a public statement led into an action item Jenni Cragun took on in which she would meet with the Swan Valley school board at their Wednesday, May 11th meeting to notify of the county's intention to continue service to the branch.

After it was determined that the budget would need to be amended to include provisions for insurance, building lease funds, salary for the library director and start-up expenses, the current budget was reviewed and new numbers were proposed. A motion to publish the newly amended budget was made by Karen Harris. Rebecca Blackson seconded. The motion passed unanimously. This amended budget will be run in the Post Register to notify the public and a budget hearing was scheduled to occur at the next BCLD meeting. This public meeting will be on Monday, May 16th at 10 am and will be located at Lookout Credit Union.

Karen Harris motioned to move to the executive session at 12:10 pm to discuss interim director/library director applications. Jenni Cragun seconded. The motion passed unanimously.

Jenni Cragun motioned to adjourn the executive session at 12:36; Rebecca Blackson seconded. The motion passed unanimously.

Trustee

Clerk

Date