

AMENDED
Community Library Network
SPECIAL Board of Trustees Meeting Minutes
THURSDAY 22 June 2023
POST FALLS LIBRARY

2:00 – 4:00 pm

We Empower Discovery

Agenda

Call to Order Meeting was called to order at 2:00 pm

Roll Call Trustees: Tom Hanley, Rachelle Ottosen, Tim Plass, Vanessa Robinson
Staff: Alexa Eccles, Lindsey Miller-Escarfuller, Janelle Sells
Guest(s): Toni Hackwith

Board Correspondence:

- Letter from Lake City Law. Katharine Brereton resigned as legal counsel.
- Letter from Katie Blank. Blank had written questions for the auditor.

Presentation of the 2022 audit: Toni Hackwith *(60 minutes)*

- Toni Hackwith introduced herself to the Board. Hackwith reviewed the independent auditor's opinion. A clean opinion was issued. She reviewed the audited financial statements. She discussed the full accrual and modified accrual financial statements for the Community Library Network and the component unit, Cooperative Information Network. Hackwith explained the required supplement reports, including internal controls. A clean opinion was issued for the internal controls as well. She explained that having a positive fund balance is important in order to pay vendors and employees monthly when primary revenues are only received semi-annually and quarterly.

Hackwith left the meeting at 2:42 pm

Executive Session: (Idaho Code 74-206(1)(a) To Consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities are to be evaluated in order to fill a particular vacancy or need. (30 minutes)

Hanley moved to go into executive session per Idaho Code 74-206(1)(a) at 2:42 pm

Hanley – Aye
Ottosen – Aye
Plass – Aye
Robinson – Aye

Miller-Escarfuller and Sells Left at 2:42pm

Ottosen moved to come out of exec at 3:32 pm

Hanley – Aye
Ottosen – Aye
Plass – Aye
Robinson – Aye

ACTION ITEM, disengaging a library attorney (5 minutes)

- No action taken.

ACTION ITEM, engaging a library attorney (5 minutes)

- Ottosen moved to authorize the Director to meet with Boyles Law Firm to craft a general counsel retainer and engagement letter for Community Library Network

M, C – Robinson opposed

Budget Discussion *(20 minutes)*

- Eccles reviewed the packet that was delivered at previous meetings. She asked for direction from the Board to prepare a draft budget. E-rate funds reimburse the Internet Access and Telecom expense lines. Miller-Escarfuller reviewed the budget drafts submitted at previous meetings. She also reviewed the two salaries options and some budget cuts that were presented in the draft budgets.

Set Special and Regular Meeting Date(s): Action Item(s) *(5 minutes)*

Plass moved to schedule special meetings on July 6 and July 25 for budget discussion.

M, C – Plass

Plass moved to change the July 20 meeting from Harrison to Post Falls from 9:00 to 12:00. Robinson moved to change the time from 1:00 to 4:00

M, C – Robinson

M, C – Plass

Plass moved to schedule a special meeting July 7 from 2:00 to 4:00 at Post Falls

M, C - Plass

Robinson moved to extend the meeting for seven minutes.

M, C - Robinson

Adjournment: Action Item

Robinson moved to adjourn at 4:07 pm

M, C – Robinson

Respectfully submitted,
Alexa Eccles, Janelle Sells

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Phone: 208-773-1506 ext. 329

Email: ADAcoordinator@communitylibrary.net

The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.