

Pine River Public Library District Board of Trustees

Minutes: June 21, 2023

6:15 PM Board Meeting

Call to order: 6:21 PM

- A. Roll Call: Gail Robel, Brenda Marshall, Barb Wickman, Michelle, Lisa Isenberg, Michaela Wilson, Lisa Sifrit.
- B. Additions or deletions to Agenda
 - a. One change: change Teresa DiPonio to Michelle Sainio, who is presenting the Audit.

Audit Report:

- A. 2022 draft audit presented by Michelle Sainio from Fredrick Zink & Associates
 - a. Michelle introduced herself and little bit about her background with the organization
 - b. In-person audit went very smoothly
 - c. Explained and discussed in detail these sections of the audit:
 - i. Independent Auditor's report, Michelle expressed there was no concern
 - ii. Statement of activities showed that expenses were down from previous year
 - iii. Balance sheet (Brenda explained new terminology for reserved fund, now called inflationary reserve)
 - iv. On page 19, the total deposits should read: \$120,650 and will be amended before final Audit.
 - v. Interest rate risk, just to be aware of. Also should read 2022 on page 20, interest rate risk section, line 2
 - vi. Questions:
 1. Barb asked about the final amount received for property taxes and why it was a little lower than predicted. Michelle replied that it is typical to receive a little less than expected.
 - a. Brenda suggested that we budget a couple percent lower on the property taxes to account for that shortfall in the upcoming years.
 - vii. Not issuing any deficiencies

Old Business:

- A. Minutes of June meeting. Corrected title to read "June" instead of "May"
 - a. Gail made a motion to approve the May meeting minutes, Lisa I. seconded, all in favor, none opposed.
- B. Monthly Treasurer's Report - Brenda
 - a. Small Furniture line is high, but will be accounted for with LOT Friends donation. Upcoming budget amendment will help adjust those high lines.
 - b. Barb makes a motion to approve the treasurer report as presented, Lisa S. seconded, all in favor, none opposed

C. PTO/Sick Leave

- a. Proposed change to the handbook to add HFWA guidelines of allowing staff to accrue 48 hours of sick leave would cost the library \$15,196 per annum at current levels
- b. Brenda would like to leave everyone with their 3 weeks equivalent PTO and add this as an additional benefit. Phased in this year
- c. Board agreed to support this
- d. Employee handbook will be on the agenda next month

New Business:

A. Public Comment

- a. None

B. Director's Report – Brenda

- a. Received \$14,500 from Friends of the Library (\$12,500 for LOT and \$2,000 for Science Corner and Teen Snacks)
- b. Yard and Book Sale, Raised \$1,800
- c. New science corner animal - bearded dragon
- d. Interviewing for a new part time employee
- e. Marmot Council - Compared total borrows/lending for our consortium. We currently borrow more books from other libraries than we loan.

Discussion Items: None

Action Items:

A. Vote on amended Overdue, Lost, or Damaged Materials Policy

- a. Worked on the Collections paragraph to read "Once items are returned only the processing fee needs to be paid by the patron to regain full access to their library card."
- b. Lisa makes a motion to approve the Overdue, Lost, or Damaged Materials Policy with above amendment, Gail seconded. All in favor, none opposed.

Adjournment: 7:47 PM

Next Meeting: Wednesday, July 19, 2022, 6:15 p.m.