

**Boundary County Library Board of Trustees Meeting Minutes
Including the 2024 Public Budget Hearing**

Date: August 15th, 2024

Time: 10:00 a.m.

Location: Bonners Ferry Annex Building

6566 Main St. Bonners Ferry, ID

Regular Meeting/ Public Budget Hearing

Call to Order: 10:00 a.m.

Members present: Bob Blanford, Aaron Bohachek, Lee Colson, Wendy McClintock, Director Lynn Silva.

Members absent: Ken Blockhan, Jr.

Public Comments:

- None

Agenda Items:

- **ACTION ITEM:** Approval of minutes from June 13th, July 18th 2024
Tabled

Old Business

- The June 2025 meeting conflicts with the Juneteenth federal holiday. Meeting will be rescheduled for that week depending on space availability.

New Business

- Scott Hoover presented the completed audits from FY 2021-22 and FY 2022-23. Leonard Schulte, who had done previous audits but is now employed as the library's accountant was a guest as well. Scott told the board that the audits were clean and free of error or fraud. Previous opinions citing lack of internal controls had been alleviated by the use of Schulte's office for accounting purposes.
 - Improvement areas for the library included:
 - changing the capitalization threshold for fixed assets from the current \$250 to a more reasonable \$1,000 (items below this value would not be depreciated).
 - Changing accounting categories for subscription based services.
 - Tightening credit card controls by ensuring the presence of supporting documentation for every purchase.
 - Cash box double check and two signature cash log for donations.

- **ACTION ITEM:** Budget Approval for FY 2024-25
Motion to approve FY 2024-25 budget for \$641,503.00: Lee Colson
Second: Wendy McClintock
In Favor: Unanimous
- Discussion of trespass notice - an addition to the safety policy.
- Discussion on Board Meeting Public Rules of Etiquette regarding 3 minute comments: Lynn is concerned about the amount of time public comments take from the meeting. Board members did not want to end the public comment period but agreed that there needs to be an official sign-up with an expectations and etiquette heading that speakers will be expected to adhere to when taking advantage of the comment period. Aaron agreed to write a paragraph to this effect.
- Safety policy update

Director's Report

- Program and usage statistics were presented.

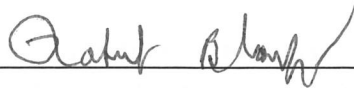
Review of July Financials

No concerns were raised

Adjournment of meeting:

- **ACTION ITEM**
Motion to adjourn at 11:28 a.m.: Bob Blanford
Second: Aaron Bohachek
In Favor: Unanimous

Approved: _____



Date:

9-19-24