



**Payette Public Library**  
24 South 10<sup>th</sup> Street  
Payette, ID 83661



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**PAYETTE PUBLIC LIBRARY BOARD SPECIAL MEETING MINUTES**  
**June 16, 2016**

**Roll Call:** Board members Isabel Brito, Philippa Smith and Laura Gross were present. Erin Haley, Library Director; Library Staff Carissa McComb and Brenda Stowe was present. Bobbie Black, Deputy City Clerk; Jeff Williams, Mayor and Nancy Dale, City Council Library Liaison were present.

Isabel called the meeting to order at 9:02am.

**Approval of Agenda:**

Isabel moved to accept the agenda, Philippa seconded. All approved.

**New Business:**

Bobbie was invited to speak to the library board and library staff to coordinate the efforts of making administrative processes streamlined. Purchase Orders were covered, and it was confirmed that the library staff was correctly filling the documents out. It was also determined that according to the purchasing policy, no purchase order was necessary for a petty cash reimbursement.

An agreement was made that Carissa could initial off on pre-approved bills before bringing them to City Hall to be paid in advance.

It was brought to the attention of Bobbie that the numbers were not matching according to the library financial reports and the reports provided by City Hall. Bobbie assured that they would match in the next couple of months.

**Public Comments:**

None

**Adjourn:**

Isabel made the motion to adjourn. The meeting was adjourned at 10am.