

LIBRARY BOARD MEETING MINUTES
January 20, 2004
Moscow Library – Board Room
5:30 p.m.

Present: Board – Ben Jenness, Louise Regelin, Jennifer O’Laughlin, John Hasko, Steve Fischer;
Staff – Cathy Ensley, Betsy Bybell, Chris Sokol, Connie Anderson-Chalker, Jeannie Haag;
Consultant – Carol Kampenhout; Auditor – Cade Konen; Visitors – Carol Haddock, Stephanie Simpson;
Director – Janice McPherson

President Jenness called the meeting order at 5:30. Jenness then adjourned so the Board could go into executive session to discuss personnel issues. The meeting was called back to order at 5:36p.m.

Cade Konan presented the audit report for FY 2003. The LCLD budget is in sound shape even after the Board authorized over \$90,000 in capital expenditures during the year. We have an unreserved fund balance of \$264,000 with an overall fund balance of \$350,000, this includes cash investments. According to Konen we are in very good financial condition to pay our budget obligations which he rarely sees in his line of work.

Internal controls were evaluated. Cash handling could be tightened up. Controls are for the protection of staff as well as the district. It was noted that the amount of cash we deal with is not significant, so implementing controls need not be high priority.

Konen recommended the Board develop an investment policy to control where LCLC money can be invested.

LCLD is a Phase 3 government entity (revenue less than \$1,000,000). This means that GASB 34 must be implemented in the Library District by September 30, 2004. Currently there are no fixed assets in LCLD financial records. The property inventory has been updated and now the value must identified and show with accumulated depreciation. What this does is show as assets capital investments made which may draw down the fund balance. It gives a more accurate picture in the Balance Statement. **Regelin moved to accept the full audit report for fiscal year 2003. O’Laughlin seconded the motion. Motion unanimously approved.**

Regelin moved that minutes be accepted as corrected: Steve Fischer did attend November’s meeting. Fischer seconded the motion. Motion unanimously approved.

Hasko presented the treasurer’s report LCLD expenditures are about where they should be this far into the year. A question was raised as to an amount in capital expenditures that greatly exceeded the budgeted amount. McPherson was unable to provide an explanation. An e-mail will be sent to board member on Wednesday outlining the approximately \$4,000 expenses. **Regelin moved that the Treasurer’s report be accepted. O’Laughlin seconded the motion. Motion unanimously approved.**

O’Laughlin moved that we pay all submitted bills and payroll for Dec. 25, 2003, Jan. 10, 2004, Jan. 25 & Feb. 10, 2004. Regelin seconded the motion. Motion unanimously passed.

McPherson had nothing to add to the submitted Director’s report. Jenness noted that Sid Eder’s name was misspelled.

Committee Reports

O’Laughlin, Board clerk reported on the election process. She provided copies of the Petition of Candidacy. These forms along with the timeline will be posted in each of the LCLD libraries.

Presentation

Chris Sokol’s presentation on the LiLI databases was postponed.

Unfinished Business

Medical Insurance

Regelin moved that Latah County Library District make available Regence Blue Shield Classic Plus medical insurance for all LCLD staff who regularly work 20 or more hours per week. Part-time staff will continue to be eligible, but are responsible for paying a pro-rated amount of the premium, as is currently the case. No vision insurance will be provided. Dental insurance will be available with the employee responsible for the entire premium. The District will make arrangements for pre-tax premiums only payments. This change will be effective February 1, 2004. O'Laughlin seconded the motion. Discussion ensued. McPherson gave an overview of the history of the motion. Several board members expressed empathy with staff concerns regarding real and perceived losses if the insurance coverage is changed. The reality is that the LCLD budget cannot continue to absorb increasing insurance premiums. McPherson explained that a full-time employee who elects to take dental coverage will incur an insurance cost that they do not currently have. Part-time staff will pay about the same as they currently pay. Jenness calculated what it would cost to add vision back in. The question was raised that if there is enough in the current budget to cover the entire cost of insurance why don't we just leave things alone. McPherson pointed out that if we needed to add anyone to the medical insurance, under the previous assumption, there would be no money available to pay for increased medical insurance costs. Board members think we need to explore a cafeteria plan for the next budget cycle. Maybe we can find a way to build dental back into the budget next year. **Motion unanimously passed.**

Managers' Salary Equity

Regelin moved that the salary equity grid for managers be approved as presented. Equity payments will be retroactive to October 1, 2003. O'Laughlin seconded the motion. After a brief explanation that no substantial changes were made from the previously presented grid the **motion unanimously passed.**

Approve Position Descriptions

Regelin moved that the position descriptions as previously submitted be approved. O'Laughlin seconded the motion. Motion unanimously passed. The position descriptions are:

- **Library Assistant I (shelver)**
- **Library Assistant II (Access Services floater positions, courier)**
- **Library Assistant III (Branch supervisors, operations coordinator, computer technician, technical services assistant)**
- **Custodian**
- **Managers (Business, Access Services, Adult Services, Technical Services, Outreach Services, Youth Services)**
 - o **Changes made to the Outreach Managers position description to include increased responsibility for Interlibrary Loan**

Personnel Policies

This issue was postponed.

Report on Foundation Grant's Committee

Ken Cohen, member of the Foundation Grant's Committee, presented to the committee an outline for how we can proceed to identify District needs, develop a plan to address the needs, and then seek necessary funding. Cohen will be presenting a more complete plan for planning at the February 17 Foundation Board meeting. McPherson or Fischer will keep the Board apprised of all activity. It is recognized that the Library Board must give ultimate approval for any projects that will impact the District.

New Business

Approve COLA

McPherson explained that a 2% COLA had been included in the budget the Board approved in August. She wanted to make sure that the Board still intended for the COLA to be paid. **Fischer moved that a 2% COLA be given to each employee of LCLD, retroactive to January 1, 2004. Regelin seconded the motion. Motion unanimously passed.**

Annual Report

McPherson briefly explained the three sources of annual information. The first, a web address (<http://www.lili.org/forlibs/pub-lib-stats/index.htm>) that she sent out to Board members which linked them to the Idaho State Library site where state public library annual statistics are reported. Second, the data showing how many programs were offered throughout the District. Third, the report that shows circulation totals by branch for the year.

The meeting was adjourned. The Board went into executive session at 7:30 to discuss personnel issues and begin the director's annual evaluation. The meeting reconvened at 8:50p.m. A special Board meeting will be held February 3, 2004 at 5:30p.m. to complete the director's evaluation and to determine salary. The meeting was adjourned at 8:55p.m.

Next regular meeting – February 17, 2004 in Moscow

Respectfully submitted by
Janice McPherson, Board Secretary