

**LATAH COUNTY LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
March 16, 2004  
Moscow Library – Board Room**

In attendance: Board – Ben Jenness, Louise Regelin, John Hasko, Jennifer O’Laughlin, Steve Fischer;  
Staff - Carol Kampenhout; Director – Janice McPherson; Guest – Stephanie Simpson

President Jenness called the meeting to order at 5:35 p.m.

**Fischer moved that the minutes of the February board meeting be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko gave the treasurer’s report. McPherson presented a revised version of the Expense & Revenue Report that adjusted some of the line amounts from the previous report. She focused on the fact that the bottom line amounts were the same and that no money had been taken from or added to Salary & Benefits. The reason McPherson is changing the report is so there is less confusing detail which will then allow the board to focus on the big picture. It will allow the budget development process to then flow easily into the budget administration process, where the same accounts can be compared throughout the entire process. **Hasko moved that the report be accepted as presented. Regelin seconded the motion. Motion unanimously carried.**

**O’Laughlin moved to approve payment of bills and payroll for March 25 and April 10, 2004. Regelin seconded the motion. Motion unanimously carried.**

Director’s Report

No director’s report was provided because of medical reasons.

Committee Report

O’Laughlin reported on the Trustee election process. One application has been submitted to date. There is a strong likelihood there will be an election this year.

O’Laughlin, as board clerk, will also submit the form for the annual budget hearing.

Presentation

The presentation was postponed for medical reasons.

Unfinished Business

A clean copy of the draft **Personnel Policy** will be send to each board member and staff person. The staff committee will meet to gather remaining concerns or questions. O’Laughlin, board liaison to the staff committee, will attend the meeting to field any policy issues that may arise. We look to have this on the April agenda for a Board decision.

**Conflict of Interest policy.** During the discussion it was agreed that rather than prohibiting a family member of board member from taking part in the bid process there should be full disclosure of the bid process. The policy will serve as a preventative measure. If there is any perception of impropriety the decision must be brought to the board. These sentiments will be added to the policy. With the addition of “benefit” and a monetary limit McPherson will bring a revised draft to the April meeting.

Investment policy. Holding securities is not what the board wants to be involved in long term. It may be necessary to hold on to a gift to meet a deadline and this must be taken into consideration. There was discussion regarding donations that may be received with or without restrictions. McPherson will revise the draft with some input from a policy Jenness will get from St. Mark’s. McPherson noted that the

Foundation is working through these same issues. Martin Trail, Foundation Chair, and McPherson have drafted a grid that hopefully will lay out different considerations that people have when deciding to make a donation. This will be shared with the board when complete.

**Purchase of new van:** Jenness provided an overview of the information received on van prices. The price included on the motion was incorrect for Nelson Chevrolet. The adjusted price is \$15,860 plus an additional \$205 for a CD. Going from two to full wheel drive dramatically reduces gas mileage but opting for safety was important to the board. Concern about having not test driven prior to purchase was noted by Regelin but Jenness indicated that there are many conditions that cannot be experienced even during a test drive. McPherson asked that Connie Anderson-Chalker be given the opportunity to check on the leg room of the Ford before a final decision is made. **Regelin moved that the board president be authorized to purchase a 2004 Chevy minivan, contingent on Connie Anderson-Chalker test driving both the Ford and Chevy minivans to determine adequate leg room. The price of the Chevy minivan is \$15,860. Having a CD player put in would cost an additional \$205. Having the logo put on the van would be another two or three hundred dollars. Another consideration is that the extra set of rims owned by the library district will fit on the Chevy van. If the Chevy van proves unacceptable after the test drive then the issue will come back to the board at their April meeting. O'Laughlin seconded the motion. Motion unanimously carried.**

#### New Business

McPherson asked that the meeting venue be moved from Potlatch to Bovill to accommodate her surgery recovery. **Fischer moved that the venue be changed. O'Laughlin seconded the motion. Motion unanimously carried.** The revised meeting scheduled will be posted pursuant to Idaho code.

The meeting was adjourned to go into Executive Session at 6:40 p.m. A personnel issue was discussed.

The meeting was reconvened at 7:00 p.m.

**Regelin moved that director respond to discussed issue. Fischer seconded motion. Motion unanimously carried.**

Jenness reported on the very successful Friends book sale. Net is approximately \$7,000, about \$2,000 more than previous years.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted by  
Janice McPherson, Board secretary