

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
October 19, 2004
Genesee Library**

In attendance: Board – Jennifer O’Laughlin, Patti Roberts, John Hasko, Steve Fischer; Staff – Sharon Steiger; Director - Janice McPherson

President O’Laughlin called the meeting to order at 5:30 p.m.

There was no public in attendance.

A correction that was caught after approval and changed is In Attendance, Staff change from John Hasko to John Pool. **Fisher moved that the minutes for September 21, 2004 be approved. Roberts seconded the motion. Motion unanimously carried.**

Hasko reported that in the preliminary end of the fiscal year financial report we finished in the black. **Fisher moved that the financial report be accepted as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

McPherson reviewed the Director’s report, focusing on LII Unlimited and legislative information (all covered in the ILA Conference section). She indicated that there would likely be no effort in the upcoming legislative session to change current law regarding district taxing limits. In the branch reports she shared the Bovill and Genesee information which was not included in the report sent to board members as it was received late.

Sharon Steiger, Genesee Branch Supervisor, reported on activity at her library. A new storage unit has been purchased which now houses crafts supplies. Two lights that had previously not worked had been fixed (put in new light bulbs and turned a switch on the fixture). She is busy weeding unbarcoded books from the library. Since there is significant money in the Genesee gifts and memorials account she is going to undertake some remodeling, such as getting new shelving units.

There was further discussion regarding a salary increase for the Business Manager. It was decided that the position should be changed from Exempt to Non-Exempt and keep the salary the same.

McPherson asked for permission to alter hours at the Moscow Library on Wednesday, November 17 to accommodate staff orientation on the Voyager software that we will be migrating to in early 2005. The board approved the change in hours. No changes in hours are necessary for the branches.

O’Laughlin, as president and Hasko as Treasurer signed the new lease agreement with the City of Moscow. The new agreement includes windows, tree trimming, and an increased level of HVAC maintenance. The agreement is for 10 years.

Policy review

Fisher moved that the 3rd reading personnel policies listed below be approved. Hasko seconded the motion. Motion unanimously carried.

- 5.0 Separation of Employment
- 6.0 Dispute Resolution and Employee Grievance

Some modifications were suggested for “Working Conditions” in the harassment section. It was noted that there were no consequences identified for volunteers or board members found guilty of harassment. This change will be made and brought back to the board next month.

Fischer moved that the 3rd reading administrative policies listed below be approved. Hasko seconded the motion. Motion unanimously carried.

- 4.10 Patron Complaints and/or Suggestions

- 5.1 Operation Hours – Holidays – Closure
- 6.1 Facility Policy and Agreements with Cities

2nd Reading (Personnel Policies) (Tab H)

- 8.1 Annual Leave No change
- 8.2 Sick Leave A question had been raised by the Staff Committee regarding adding back aunt, uncle, first cousin, in-laws and siblings-in-laws. The board did not approve this change.

Another question was asked about grandfathering people in who had over 480 accumulated sick hours. It was noted that current policy is 480 so there is no need to grandfather. Sick time in excess of 480 is lost.
- 8.3 Sick Leave Bank Change wording so that it is consistently "sick leave bank" not "shared leave" throughout the policy.
- 8.4 Administrative Leave No change
- 8.5 Personal Leave No change
- 8.6 Funeral Leave No change
- 8.7 Jury Duty No change
- 8.8 Military Leave No change
- 8.9 Leave Without Pay No change
- 8.10 Medical Benefits Change cafeteria plan to flex plan
- 8.11 Disability Insurance No change
- 8.12 Continuing Education No change
- 8.13 Mileage Reimbursement and Travel Guidelines No change
- 8.14 Idaho Library Association membership
- 8.15 Personal Purchasing of Materials
- 8.16 Personal Photocopying This is going to be eliminated from the policy. Board members did not think it was appropriate to free personal use of a tax supported service that results in cost to the district.
- 8.17 Family Medical Leave Act (FMLA) No change
- 8.18 Equal Opportunity Employer No change
- 8.19 State Retirement (PERSI) No change

2nd Reading (Administrative Policies)

- 2.5 Conduct code Add statement that gives staff authority to make decision in absence of supervisor or manager
- 2.6 Firearms (included in conduct code)
- 2.7 Internet Use Policy No change
- 2.8 Copiers, printers, fax machines (public use)
The board would like to begin charging for all copies, and eliminating the first 5 free. Given legal constraints we cannot charge for faxes.
- 5.2 Programming Policy No change
- 5.3 Display Policy (including liability and appropriateness) No change
- 5.4 Schools No change
- 5.5 Public use of library space No change

1st Reading (Administrative Policy)

- 2.1 District provided e-mail account

- 2.2 Use of district computers No change
- 2.3 CIPA (Filtering) Remove first paragraph. Rephrase 2nd paragraph under 2.2.2
- 2.4 USA PATRIOT Act (Not ready) This will not be included as policy

Fisher moved the meeting be adjourned. Roberts seconded the motion. Motion unanimously carried. The meeting was adjourned at 7:25p.m.

Next meeting – November 16, 2004 in Deary