

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
November 16, 2004
Deary Library**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, John Hasko, Patti Roberts; Staff – Debbie Fischer; Visitor – Sandy Dalton; Director – Janice McPherson

The meeting was called to order by President O’Laughlin at 5:35p.m.

There was no Public Comment.

Fischer moved that the minutes be approved as corrected. Hasko seconded the motion. Motion unanimously carried. The change was on page one, 5th paragraph, last sentence – kept to keep.

Roberts moved that the treasurer’s report be approved as presented. Fischer seconded the motion. Motion unanimously carried.

McPherson reviewed her director’s report. She did distribute copies of the Branch Services Task Force notes from the November 8 meeting.

McPherson indicated that on the Use Statistics reports the indented line information should say “Adult” and “Youth” not “Adult/Book” and “Youth/Non-Book”. As of October 1, 2004 we are comparing to adult and youth data from last year. She also indicated that the title on the Electronic Use report for the first spreadsheet should read “Number of Internet Sites Accessed.” These corrections will be made on next month’s reports.

There were no committee reports.

Debbie Fischer, Deary Branch Supervisor, distributed a prepared report on recent Deary activity. Since Fischer has been in this position since August 1 she covered only the time since then. She has been very busy working with the school, home schoolers, and learning the job.

Unfinished Business

Policy review

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

7.0 Working Conditions

8.0 Employee Benefits – several typos will be corrected.

- 8.13 & 14 a statement including Board members will be added.
- Section 8.15 will be eliminated

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

2.5 Conduct code

- #4 – change disturbing to disruptive
- #5 – change all references to dogs to animals and add “authorized” before assistance in the first sentence
- #15 – break into two statements, one for roller blades & skateboards the other for bicycles

2.7 Internet Use Policy

- 4th paragraph – delete “available on the PRC computers”
- 5th paragraph – delete last sentence
- 2nd page, 2nd paragraph – delete “for commercial or profit-making purposes; for mass mailings or chain letters”

2.8 Copiers, printers, fax machines (public use)

- 3rd paragraph – change deemed to warranted

- 5.2 Programming Policy
- 5.3 Display Policy
- 5.4 Schools

5.5 "Public use of library space" requires further work and will be reviewed again in December.

2nd Reading (Administrative Policy)

- | | |
|--------------------------------------|----------------------------------------------------------------------------|
| 2.1 District provided e-mail account | No change |
| 2.2 Use of district computers | 2.2.1 Typos |
| | 2.2.2 Rewrite 2 nd paragraph to better reflect shared databases |
| | 5 th paragraph – typos |
| | 2.2.3 Typos |

New Business/Information

The Board set the capitalization amount at \$2,500.

The Board is not interested in pursuing a credit card at this time.

Policy Review

1st Reading (Administrative Policy)

- | | |
|---------------------------------------------|----------------------------------------------|
| 2.3 CIPA (Filtering) | No change |
| 2.1 USA PATRIOT Act (Not ready) | |
| 3.0 Collection Development | Typos |
| | 3.10 U of I Special Collections not Archives |
| | Address Large Print? |
| 4.1 Access to Cards | Delete last sentence |
| 4.2 Loss of Privileges | No change |
| 4.3 Replacement of and Damages to Materials | No change |
| 4.5 Reciprocal Borrowing Agreements | Replace current working |

The meeting was adjourned at 6:55 p.m.

**Respectfully submitted by
Janice McPherson, Board secretary**