

**Latah County Library District
Meeting Minutes
February 15, 2005
Moscow Library – Board Room**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, Ben Jenness, Patti Roberts, John Hasko; Staff – Chris Sokol, Cathy Ensley, Jeannie Haag, Betsy Bybell, Carol Kampenhout, Anne Cheadle; Director – Janice McPherson.

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

There was no public comment.

Jenness moved that the January 18, 2005 minutes be approved as submitted. Fischer seconded the motion. Motion unanimously carried.

Hasko explained that the \$30,222.23 in revenues represented the amounts transferred from the other Funds into the 01 Fund. \$11,283 in R&M Technology is the annual Sirsi maintenance expense. **Fischer moved that the treasurer’s report be approved as submitted. Jenness seconded the motion. Motion unanimously carried.**

McPherson noted in addition to the information contained in the Director’s Report that she had attended the Troy City Council meeting Monday evening. Jackie Qwate, council member and liaison to the Troy Library, wanted a guarantee of 18 hours a week added to the agreement. McPherson indicated to the council that making a guarantee of hours at this point given budget constraints was not something she could do for the ten year period covered by the proposed agreement. We agreed to the 18 hours for a three year period.

McPherson also visited the Troy Library to visit with Margie Fitzmorris. The new leather chair and ottoman purchased by the Troy Friends has been delivered and they are beautiful.

Michael Samuelson, ISL webmaster, has a website business on the side. McPherson has been in initial conversation with Michael & his wife about updating the LCLD site. We are looking for money in the budget to do this since we have received numerous complaints about “user unfriendliness” of the current webpage.

Overall the District circulation is up 4% from last February and up 1% YTD. Programming and computer use are both robust.

There were no committee reports.

Unfinished Business

Policy review

Jenness moved approval of policy 4.3 - Replacement of and Damages to Materials. Hasko seconded the motion. Motion unanimously carried.

There were no changes made to the following administrative policies. They will now move to third reading next month.

- 6.2 Safety
- 7.1 Surplus Items – eliminate reference to Moscow Friends
- 7.3 Public Records
- 7.4 Record Retention Schedule
- 7.5 References
- 8.0 Friends of the Libraries
- 9.0 District Foundation
- 10.0 Volunteers

There were no changes made to the following administrative policy. It will now move to second reading.

- 7.6 Donations other than library materials

New Business

McPherson briefly reviewed the budget talking points document that she and the managers developed. It outlined the reasoning behind why we believe there is a problem with the current budget – primarily noticeable in the inadequate materials budget.

There was considerable discussion about what can or should be considered as options that might help alleviate the pressure on the budget. The board asked for:

- History of the district including the vote distribution throughout the county when the District was approved on November 3, 1993,
- Cite source that indicates percentages of a budget that should go toward personnel and library materials, and
- Recalculation of allocated costs and resulting cost per circulation.

To take the pressure off the budget this fiscal year the board authorized expenditure on library materials from the fund balance.

Closure of a branch will not be considered.

Continued discussion of how best to maximize use of the available funding will continue at upcoming board meetings.

The meeting was adjourned at 7:40. The board went into executive session to discuss the Director's annual evaluation.

We broke into executive session at 7:40. Out of executive session at 8:45.

Fischer moved and Jenness seconded that we have performed the annual evaluation of LCLD director, Janice McPherson and that a letter will be sent to the director with the results of the evaluation. The Board has determined that the base salary will remain unchanged for the evaluation year.

Meeting adjourned at 8:55 p.m..

Next meeting – March 22, 2005 in Moscow (Note the change in dates to accommodate spring break).