

**Latah County Library District
Meeting Minutes
March 22, 2005
Moscow Library – Board Room**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, Ben Jenness, Patti Roberts, John Hasko; Staff –Cathy Ensley, Betsy Bybell, Carol Kampenhout; Director – Janice McPherson; Visitor – Sandy Dalton

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

There was no public comment.

Jenness moved that the February 15 minutes as well as the minutes of the February 28 and March 7 Special Executive Sessions be approved as submitted. O’Laughlin did note that Sylva Staab attended the March 7 meeting. O’Laughlin seconded the motion. Motion unanimously carried.

Hasko noted that if our second property tax check is as large as the first the revenues could be much higher than budgeted. Jenness questioned what authority the board has to spend revenue over and above the 3% state mandated cap. McPherson will follow up on this question. Hasko also reviewed some of the accounts in the 01 Fund where the percent spent is higher than the elapsed percent of the fiscal year. Continuing education and training has about \$1,000 left which will be sufficient to send several staff to the ILA regional conference in Lewiston. The materials budget is at 63% spent with only 41.67% of the year lapsed. Unless we reduced the level of expenditures the materials budget will be spent with about a quarter of the fiscal year remaining. Most of the overages in Library Operations are as the result of one time large expenditures, such as Sirsi, liability insurance premiums, and the audit expense. **Fischer moved that the treasurer’s report be approved as submitted. Jenness seconded the motion. Motion unanimously carried.**

Director’s Report

McPherson added the following information to that contained in her monthly report.

- The bibliographic records have been sent to Endeavor
- Jeannie Haag, Tech services manager, Anne Cheadle, Access services manager, and McPherson are the LCLD planning team. They will meet with WIN and VALNet representatives on Monday, March 28 to continue working on preparations for the migration.
- The new furniture for the new computers will be delivered this week.
- A follow-up meeting was held in Bovill to identify ways to help offset some of the expense to run the library.
- E-mail addresses are being collected at each of the community meetings so McPherson can update and expand her distribution lists. Sending information to people on these lists will be another way to help improve communications.
- The Juliaetta Library improvements look terrific!
- There is no monthly report from Moscow so one will be added beginning next month.

Jenness reported that the Friends of the Moscow Library Annual Book Sale netted about \$4,900. Forty four new members joined at the book sale event bringing the total friends to about 142.

Hasko suggested that Carolyn Todd, University of Idaho Law Library circulation manager, be used as a training resource when we prepare to bring up the new Endeavor system.

There were no committee reports.

Unfinished Business

Policy review

Jenness moved approval of policies 6.2, 7.1, 7.3, 7.4, 8.0, 9.0, and 10.0. Hasko seconded the motion. Motion unanimously carried.

The 7.5 References policy is going to be reviewed further to see how we can address written letters of reference.

There were no changes made to the following administrative policy. It will now move to third reading.
7.6 Donations other than library materials

New Business

John Pool, staff committee representative, shared his evaluation of the budget situation within the context of his experience as a LCLD trustee and now as a staff person. Pool shared his experiences subbing at a branch library and how much of his time was spent just sitting around. He provided some suggestions on how to deal with branch staffing using a more flexible approach. Pool recognizes the inherent difficulties in trying to find ways to make the budget sustainable – we are dealing with people who have very real needs. Medical insurance is something he would like to see preserved but it may be possible to provide medical insurance to staff who work less than 20 hours per week thereby saving money in salary expense. He concluded that the problem is real and is getting worse. Somebody has to step up to the plate and make some hard decisions. We can do it, or we can have it done to us. Which do we prefer? He did ask that once decisions are made that staff be given ample time to prepare for the changes.

There was further discussion about some of the reports provided by McPherson. O’Laughlin said that we can continue to collect and study data forever but it is time to develop a list of elements that must be retained in the budget. To this end McPherson and the staff will build a list of elements. Then staff will be given an opportunity to prioritize these elements. McPherson will present a draft budget to the board at their June meeting.

There was discussion about how the local match for the LSTA grant will be paid. If there are cost savings from what was anticipated when developing the grant budget does the District solely benefit or are these savings shared between the LSTA and District? McPherson will follow-up on this question with Sonja Hudson, Grant Administrator with the Idaho State Library. Since the local match expense is not included in this year’s budget do we need to build it into next year’s budget or just assume we will overspend the budget with the Fund Balance covering the overage? A discussion of the fund balance ensued. McPherson will follow-up with our auditor, Cade Konen, for further clarification of what the fund balance is.

The Board also requested a policy that will address budget expenditures, such as at what dollar amount must we obtain bids and any non-routine expense greater than a specified amount must be discussed at Finance committee meetings before incurring the expense.

The meeting was adjourned at 7:00. The board went into executive session to conduct the Director’s annual evaluation.

We broke into executive session at 7:10. Out of executive session at 7:45. The meeting was adjourned at 7:45 p.m.

Next meeting – April 19, 2005 in Potlatch