

**Latah County Library District**  
**Board of Trustees - Meeting Minutes**  
**January 17, 2005**  
**Moscow Library – 5:30 to 7:20p.m.**

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, John Hasko, Wayne Schmidt;  
Staff – Betsy Bybell, Carol Kampenhout; Director – Janice McPherson.

President Roberts called the meeting to order at 5:30p.m.

**Schmidt moved that the December 20, 2005 meeting minutes be approved as corrected (Konen not Konan). O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko reviewed the financial report. He indicated that once the COLA’s kick-in January 1 the personnel expenditures will increase, rather than lagging behind as they now are. McPherson asked Hasko to bring the issue to the board regarding increased spending on materials, which would ultimately draw down the fund balance. She indicated \$30,000 was the approximate amount she would ask for. This will be discussed at a future meeting.

**O’Laughlin moved that the December expenditures be accepted, as presented. Staab seconded the motion. Motion unanimously carried.**

McPherson noted in her report that the reason so few people got their reports in on time was because staff had additional days off for the New Year’s holiday and then the libraries were closed for training on Jan. 5 & 6. Staff just did not have time to meet the report’s deadline.

She also reported that the Foundations investments have grown from \$67,287.02 to \$69,584.11 in two months.

#### Committee Reports

The Personnel Committee met to have a preliminary discussion on forming a search committee.

Carol Kampenhout, Business Manager, on behalf of the staff, made an argument to the board for reinstating dental and disability insurance since the budget outlook is not as bleak as anticipated. She shared that the medical benefits came in about \$7,000 less than we budgeted and this was more than enough to cover dental & disability costs.

The Finance Committee met to discuss whether to pursue an override. Hasko reported that an override can be on either the May or November ballot. McPherson did not yet have the answers to the questions that had been raised at the committee meeting. It was noted that while we have such a healthy fund balance pursuing an override might not be a good idea.

The Policy Committee will meet tomorrow to continue their work on the strategic plan.

#### Staff Report

Betsy Bybell reported on the changing nature of her position. For the last year, her job continues to web and flow depending upon the District’s needs. She hopes that once the District is part of VALNet and we know the demands on her time, from this new venture, that her schedule will begin to take on a more constant nature.

#### Unfinished Business

The administrative policies were reviewed, with the following changes suggested:

- 2.2.3 – Remove “The Moscow Library is currently the only library offering WiFi access to the Internet for laptop users.”
- 2.2.3 – Add “WiFi access to the Internet is filtered in Moscow.”
- 2.5 – Change: First paragraph “You are...” to “Patrons are...”
- 2.7 – Change spacing in last line of first paragraph.

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- 3.0 – Discussion on what CREW was. McPherson will see if there is a URL for this so people interested in the weeding process can learn more about it.
- 4.6 – First paragraph: "... for materials..."
- 4.7 – First paragraph: "...race, age, ..."
- 5.5 – First paragraph: McPherson will reword so form is correct.
- 6.2 – First paragraph: Replace "Every" with "All."
- 7.4 – First paragraph: First sentence end with "records are kept." Remove "but since." Second sentence begins "District records, ..."
- 8.1 – First paragraph: Remove ` from it's

New Business

McPherson gave the board a two-page "Overview of Spending Options." She noted that the historical overage in property taxes because of new growth averages \$19,561. This is soft money since there is no guarantee that we will receive it every year. The auditor last month indicated we could probably budget for it by having expenditures greater than revenue but, by law, we cannot indicate this money as revenue in the budget. The fund balance is an amount of money that is available but once drawn down does not regularly replenish itself like the new construction money has historically done. McPherson recommends that if fund balance money is tapped that it be used for one-time expenses, such as the lower level project in Moscow, which will help streamline workflow. This information was provided for discussion purposes.

Issues brought before the board for a vote:

- To reinstate dental and disability insurance for staff. **O'Laughlin moved that dental and disability insurance be reinstated given the more optimistic budget this year. Schmidt seconded the motion. Motion unanimously carried.**
- **O'Laughlin moved to increase the Adult Services position up to full-time. Staab seconded the motion. Motion unanimously carried.** This position had been full-time but to accommodate an employee's needs the hours were reduced. The position's hours should have been retained even though the employee asked for a reduced scheduled.
- McPherson explained the need to provide staff with increased hours allowing them time to continue training on the new system. This is a one-time expense. **Staab moved that all part-time staff be permitted to move their scheduled hours up to a maximum of 40 hours a week to allow ample training time on the new system. This increase in time begins January 18 and goes through March 17, 2006. O'Laughlin seconded the motion. Motion unanimously carried.**

The public meeting adjourned at 7:10p.m. and then went into executive session.

The Director's annual evaluation took place.

The executive session adjourned at 7:20p.m. The meeting was reconvened.

The meeting adjourned at 7:20p.m.

Next meeting – February 21, 2006 in the Moscow Library at 5:30 p.m.