

Latah County Library District
Board of Trustees - Meeting Minutes
February 21, 2006
Moscow Library – 5:30 to 7:30p.m.

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

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

It was pointed out that “web & flow” should be “ebb and flow” although web might more accurately describe the situation! **Staab moved that the January 17, 2006 meeting minutes be approved as corrected (note above). O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko reviewed the financial report. The bottom line is that with 33.33% of the year lapsed we have spent 31.49% of the budget. **O’Laughlin moved that the financial report be approved. Staab seconded the motion. Motion unanimously carried.** Further discussion focused on the relative value of having payroll done in-house or contracted out. The reasons why the board approved having the payroll done by Payroll America were reiterated: ensures payroll and all resulting reports and benefits payments are made regardless of business office staffing availability (annual leave, sick leave, long term health issues, etc.); it costs less to have payroll contracted out than to have staff available for possible backup (difficult to keep someone fully trained if all they do is occasion backup); if Business Manager is working on in-house payroll other position duties are left undone, since payroll must take top priority. Kampenhout reviewed her position responsibilities. Schmidt & Roberts both indicated that there is a high level of misunderstanding regarding this position’s responsibilities in the rural areas.

Staab moved that the January expenditures be accepted, as presented. Hasko seconded the motion. Motion unanimously carried.

McPherson shared with the board a Citizen’s Statement of Concern About Library Materials from Linda Taff. Ms. Taff is concerned about videos with an R rating being available for anyone to check out. While we understand Ms. Taff’s concern there is no way the library can take on the responsibility of monitoring who can check out what. This is a responsibility that must be born by the guardians of youth under 18 years of age. No further additions were made to the submitted report.

Committee Reports

Staab, chair of the Personnel Committee met with Diane Kelly-Riley and John Madden, both from Potlatch, to hear their idea on a distributed leadership model for the LCLD rather than having a library director. Staab indicated that she thinks the real issue comes down to a desire for more branch autonomy. McPherson did point out that in her tenure she has on numerous occasions asked for a definition of autonomy, in so far as “what exactly are they asking for.” No definitive answer has yet been received. Roberts said she would research this further during the next several months to see if she is able to determine what is being requested. It was pointed out that expecting staff, assuming they have necessary qualifications and desire, to take on more responsibilities would result in paying them more. At this point Schmidt pointed out that Idaho Code 33-2721 states that ... the board of trustees of each library district shall appoint a library director or director team who shall administer the library district. A distributed leadership model does not comply with what state law mandates.

Hasko, chair of the Finance Committee reported that given the health of the District budget at this time there is no need to pursue an override.

The Planning Committee, chaired by Roberts will meet tomorrow to continue their work. She anticipates that a preliminary report will be ready for the board at their March meeting.

Staff Report

Kampenhout elaborated a bit more on what her position’s responsibilities. Another large project looms on the horizon, in addition to the budget cycle ready to gear up, that being learning how to set up and use the acquisitions module on our new system. With the acquisitions module we will be able to track encumbrances giving the District a more accurate picture of expenditures. It will also provide the collection management librarians an accurate report on how much remains in their respective budgets.

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Before Kampenhout is able to get a clear picture of what it will take to get the job done, once the job entails regular on-going duties minus all of the special projects, it might be necessary to hire someone short-term to help her clear up some of the projects.

Unfinished Business

The policies for which changes were suggested at the January meeting were reviewed a final time. McPherson asked that policies #2.5 and 7.1 be held over for final review at the March meeting. **O'Laughlin moved that the administrative policies be approved as amended. Staab seconded the motion. Motion unanimously carried.**

New Business

McPherson reviewed the request for \$14,843.38 to purchase 15 new computers. The 15 computers to be replaced are the last of the pre-2003 machines owned by the District. **O'Laughlin moved that approximately \$15,000 be approved for the purchase of 15 computers. Hasko seconded the motion.** Money to cover this expenditure will come from the capital and discretionary funds, two computers for Genesee will be paid for with 02 Fund monies that have been received for that branch, and the remainder of the money needed to cover this expense will come from the Fund Balance.

McPherson explained the changes in the lower level. Technical services now has all staff working in close proximity to one another, facilitating a streamlined workflow. Shelves have been installed where Connie Anderson-Chalker's desk used to be which will be used to sort the donated materials. The Friends of the Moscow Library will take on this responsibility after the March 4 booksale.

The Business Manager's office will be relocated to the old "spider" room. McPherson is requesting \$5,000 to pay for this lower level project. **Staab moved expenditure of \$5,000 to pay for the lower level project. O'Laughlin seconded the motion. Motion unanimously carried.** The money to cover this expenditure will come from the Fund Balance.

The third request for money outside the budget is \$30,000 for the materials budget. There was discussion regarding potential impact bills before the legislature might have on the District's long-term financial viability. This is a great unknown but the board wants to be cautious and prudent in spending down the Fund Balance. **O'Laughlin moved that \$20,000 be spent on library materials, divided between youth and adult. Hasko seconded the motion. Motion unanimously carried.**

The board accepted McPherson's resignation as director effective July 31, 2006. Staab, as chair of the Personnel Committee agreed to chair the Selection Committee. Hasko will also sit on the committee. Staab will contact interested staff and community members to invite them to sit on the committee. The committee's work will begin immediately.

Wayne Schmidt submitted his resignation. He said he regrets having to do so but he accepted a position with the State Department and he and his family will be moving. The board is going to ask Randy Fife, who had previously indicated his willingness to serve on the board, if he will serve out the remaining three months of this position.

The meeting adjourned at 7:30p.m.

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