

Latah County Library District
Board of Trustees - Meeting Minutes
March 21, 2005
Moscow Library – 5:30 to 7:20p.m.

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, John Hasko, Randy Fife; Staff – Carol Kampenhout, Anne Cheadle, Betsy Bybell, Cathy Ensley; Director – Janice McPherson.

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

O’Laughlin offered one change to the minutes – in the Staff Report, first sentence, remove “what.” **Hasko moved that the minutes be approved as corrected. O’Laughlin seconded the report. Motion unanimously carried.**

Randy Fife was sworn in as the new board member, who was appointed to complete the remaining meetings before the next election, after the resignations of Steve Fischer & Wayne Schmidt.

Given the Business Manager does not yet have the new Quick Books set up she was unable to produce a report that she was confident was correct. In lieu of the formal financial report the list of February expenditures, totaling \$30,162.08, which was well within the previous months’ average, served as an unofficial report that District expenditures are on track. **Staab moved that the February expenditures be accepted, as presented. Hasko seconded the motion. Motion unanimously carried.**

Director’s Report

In addition to the report in the board packet McPherson read reports received from Debbie Fischer, Deary supervisor and Cathy Ensley, Youth Services manager that had inadvertently been left out of her report.

A Monthly Statistical Report was distributed showing circulation and program activity at each of the seven libraries. The web use information was unavailable as the SonicWall reports have been malfunctioning. First Step is working to correct this situation.

Committee Reports

Personnel – Staab reported that she has her committee mostly confirmed. She is still waiting to here from a representative in Bovill and a staff person. She plans to meet next Thursday with her committee so they can finalize the ad. There was a discussion of what qualifications the director applicants should have and Fife suggested that a section outlining the physical characteristics of the position should be added. Fife also asked if there were travel requirements for this position. Staab and McPherson will meet to update the position description to reflect the changes that came forth in the discussion. The position description will be posted on the webpage along with the Vacancy Announcement.

Finance – No report

Planning – Roberts discussed the Committee’s preliminary plan, which had been shared with the staff earlier in the day at the quarterly Staff Meeting. She reported that staff appeared to warm up to the proposal as the discussion progressed. Staff seems to understand that the options are to close branches in order to free up much needed staff time or reduce some of the branch hours, freeing up staff time. Roberts emphasized to both staff and the board how crucial it is to free up staff time since the current level of staffing is grossly insufficient given the restriction placed on how current staff time is allocated. The Tiered approach combined with an Outreach Flex-staff present a new way of looking at library service in Latah County. The plan is by design general realizing that the detail will be provided by the staff, under the direction of the Director.

Staff Report

No staff report was given since McPherson, in error, had Potlatch supervisor Donna Quiring down. Quiring will report at the April meeting when the Board meeting at her library.

Unfinished Business

The vote on both policies, 2.5 Patron Conduct Code and 7.1 Surplus Items, was again postponed given new questions raised by Fife. They will again be back on the April agenda for approval.

New Business

Fife moved that the time for the April meeting be moved back to 4:30p.m. O’Laughlin seconded the motion. Motion unanimously carried. The meeting will still be held at the Potlatch Library.

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The Planning Committee's report was discussed under Committee reports. However, at this point the Board did ask the Committee to continue with their plan to gather input from staff and the public. McPherson noted that the plan would be posted on the District's webpage and that her March 24 column was focused on the plan, as well. She will send out a notice to her Friends distribution list, which contains about 50 people from around the county. Supervisors were encouraged to bring the plan to their patron's attention, alerting them to the opportunity to submit their comments to the committee.

The Director was asked to have a draft budget ready for the Finance Committee's review in May. A budget, which has been reviewed by the Finance Committee with any resulting changes, will be presented to the Board at their June meeting. A public hearing of the budget will be scheduled in conjunction with the July Board meeting.

McPherson said that she, in conjunction with the Elections Clerk, decided the most prudent course of action was to have the two people who submitted their, at this point uncontested, petitions for the two vacant board positions on the ballot. This leaves open the possibility of a "write-in" candidate. If they were not on the ballot and someone filed a "write-in" application we would have to publish and distribute a ballot to every registered voter in the county. This second option would be considerably more expensive than putting the names on the ballot. With the turnover of Board Clerks, there was not the continuity the past several years that is essential to ensure deadlines are not missed and the process goes smoothly. For this reason the Director will maintain the file and keep the board and public alert to the timelines.

The meeting adjourned at 7:20p.m.

Next meeting – April 18, 2006 in the Potlatch Library at 4:30 p.m.