

**Latah County Library District**  
**Board of Trustees - Meeting Minutes**  
**April 18, 2006**  
**Potlatch Library – 4:30 to 6:00p.m.**

Attendance: Board – Patti Roberts, John Hasko, Jennifer O’Lauhlin, Sylva Staab, Randy Fife; Staff – Donna Quiring, Anne Cheadle, Betsy Bybell, Cathy Ensley; Director – Janice McPherson; Visitors – Sandy Dalton,

The meeting was called to order by President Roberts.

Public Comment – Sandy Dalton shared her concerns regarding the proposed plan being discussed by the planning committee.

Approval of minutes – **Staab moved that the March 21, 2006 be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

Treasurer’s Report – Hasko reported that expenditures are about where they should be. However, he did note that the expense for the director’s search is not included in the budget and money will probably have to be drawn from the fund balance to pay the expense. The major expenses that will be incurred come from bringing candidates in to interview and the moving expense for the person hired. **O’Laughlin moved that the finance report be approved as presented. Staab seconded the motion. Motion unanimously carried.**

**Staab moved that the March expenditures be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

Director’s Report – McPherson distributed copies of Betsy Bybell’s outreach report since she had not included it in her report.

#### Committee Reports

- Personnel – Staab reported that there are five members on the director search committee. Those members are: John Hasko, Betsy Bybell, Jeannie Haag, Heather Stout, and Jim Prall. Jan Eck, from Bovill, had originally agreed to sit on the committee but for medical reasons had to withdraw.

Staab reported that 9 applications have been received so far. Screening applications will begin May 1. The committee will next meet on May 4. Staab hopes to have references checked and interviews set up before she goes on vacation mid-May. She anticipates the interviews will be held early June. There will be public sessions so everyone can meet the candidates. She recognizes that a way to receive public comment on the candidates is needed. The board will select the new director.

- Finance – Hasko reported that the committee will meet to review the budget drafted by the director. The committee will make their recommendation to the board at their June meeting.
- Planning – Roberts reported that the committee meets again on May 3 to finalize their proposed Strategic Plan. Considerable input has been received and she and the committee are trying to integrate suggestions that are received. The basic problem addressed with this plan is that there is insufficient staff to do the work that needs to

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be done. The current workload/staffing situation is not sustainable. The budget, as it currently stands, is sustainable. To hire more staff to address the staffing issue would only throw the budget back into a non-sustainable state. To get both the budget and staff in sustainability mode the only variable is the workload, which must somehow be reduced. That is what the proposed plan offers – a way to reduce workload, so everything (budget, staff, workload) is sustainable.

Fife questioned why, since we have an experienced director, do we want to delay fleshing out the details of a plan until we have a new director. Wouldn't that be an onerous task to put on the new person's plate?

Quiring noted that waiting to work on the details and implementation of the plan (assuming the board approves it) would make sense in light of all the unknowns that have come with VALNet membership. Fife asked if the variables from joining VALNet would really make that significant a difference to warrant delay. He then noted that with government there is never a "good time" since talk only leads to more talk. At some point action must be taken if change is to ever occur.

- Policy – No report

Potlatch Branch Library Supervisor – Donna Quiring's report is appended to the official record.

Unfinished Business

- 3rd Reading & Approval
  - o **Staab moved that policy 2.5 Patron Conduct Code be approved as amended. O'Laughlin seconded the motion. Motion unanimously carried.**
  - o **O'Laughlin moved that policy 7.1 Surplus Items be approved as amended. Hasko seconded the motion. Motion unanimously passed.**

New Business

McPherson presented Business Manager Carol Kampenhout's request for some additional short-term assistance. Her workload at this point consists of numerous projects that she is unable to attend to. She hopes that once the projects are completed she will be able to stay on top of the business office workload. The board asked McPherson to come back in May with a prioritized list of personnel needs, including Moscow circulation and the business office.

Adjourn – The meeting was adjourned at 5:55p.m.

Next meeting – May 16, 2006 in the Juliaetta Library at 5:30 p.m.