

**Latah County Library District
Board of Trustees - Meeting Minutes
December 19, 2006
Moscow Library**

Attendance: Board – Sylva Staab, Jennifer O’Laughlin, Pat Eck, Chris Kowrach; Staff – Jeannie Haag, Chris Sokol; Interim Director – Anne Cheadle

In President Roberts’ absence, Staab called the meeting to order at 5:28 PM.

There was no public comment.

Cade Konen of Hayden Ross & Co. presented the audit report. He briefly went through the report, and declared that the district had a clean audit. He said the MD&A section did a good job of representing the year’s activity and also praised Carol for making many appropriate year end adjustments on her own. Konen said he still made additional necessary adjustments.

Konen pointed out that for the first time, and on his recommendation, the accrued vacation leave is accounted for in the fund balance as a liability. He confirmed that budgeted depreciation is appropriately phasing the district in for a big reduction in assets when the ownership of the Potlatch library transfers at the end of the grant term.

The audit reported the district’s fund balance to be \$329,803, an increase of \$295 over the previous year’s fund balance, with both totals reflecting the \$29,439 vacation leave liability. He confirmed that the district is in a strong financial position and recommended that it look at salaries and benefits in order to remain a competitive employer.

Konen also pointed out that the library’s fund balance is currently at the same level that it had been in 2001, but that due to the significant improvements in salaries and technology the district had made during those years, it is currently on much sounder footing.

Konen made suggestions regarding internal controls that included making sure that bills scheduled to pay online were appropriately approved in advance of payment, and that the Director receive the bank statements unopened prior to routing them to the Business Manager.

He suggested that the Business Manager generate the Accounts Payable report, with budget codes included, in PDF format for distribution to board members prior to monthly board meetings. He also recommended that the Profit and Loss Detail report be distributed in the same way.

Thanks were expressed to Konen for his report and presentation.

Jeannie Haag, the District’s Technical Services Manager, presented the annual report for her department. A copy of her report is appended to the minutes.

The minutes from the November board meeting were amended to drop the word “therefore” from the fourth paragraph. It was moved and seconded that the minutes be approved as amended. Motion unanimously carried.

Eck presented the November Revenue and Expenditure report. He indicated he saw no red flags and relayed the information that a tax check was due soon. It was moved and seconded that the report be accepted. Motion unanimously carried.

Eck presented the Accounts Payable report. It was requested that in the future the Business Manager provide these reports in PDF format with the budget codes included as Konen suggested. It was moved and seconded that the Accounts Payable report be accepted. Motion unanimously carried.

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No additions were offered to the Director's report. There was no Use and Program report this month.

O'Laughlin and Cheadle presented on behalf of the Policy Committee. Cheadle presented administrative policy 4.3 Replacement of and Damages to Materials for a third reading. It was moved and seconded that the policy be approved. Motion unanimously carried.

O'Laughlin presented a revision to personnel policy 3.1 Salaries. The revision was amended to drop the statement "Money may be held back to be distributed at a later date". It was moved and seconded that the revision be approved as amended. Motion unanimously carried.

Discussion of the Communications Statement was tabled until all board members could be present.

There was no public comment.

There was no Executive Session.

The meeting was adjourned at 7:22 PM.

Next meeting – January 16th at the Moscow Library at 5:30p.m.