

**Latah County Library District
Board of Trustees - Meeting Minutes
January 16, 2007
Moscow Library**

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, Pat Eck, Chris Kowrach; Staff – Carol Kampenhout; Interim Director – Anne Cheadle

Roberts called the meeting to order at 5:30 PM.

There was no public comment.

It was moved and seconded to approve the minutes for the December board meeting. Motion unanimously carried.

Eck presented the December financial reports. He indicated he saw no red flags, and it was moved and seconded to accept the December Revenue and Expenditure report. Motion unanimously carried.

Eck presented the new and more detailed accounts payable report. At Eck’s request, Kampenhout had prepared a list matching the check code numbers with their appropriate expense categories and she distributed copies of the list to all board members. It was moved and seconded that the report be accepted. Motion unanimously carried.

No additions were offered to the Director’s report. Roberts expressed appreciation for the “rural branch” vocabulary. Kowrach inquired as to the status of a VALNet group discount for Ingram orders and Cheadle responded that there had been no progress in that direction. Eck asked how frequently donations were designated for a particular purpose and Cheadle discussed the variables. Roberts suggested looking at reviewing the staff evaluation process prior to next year’s evaluation cycle.

Cheadle presented the Use and Program statistics.

In the absence of Betsy Bybell, Outreach Services Manager, Cheadle presented the report on Outreach Services. A written copy of Bybell’s report was given to board members and will be appended to the minutes.

On behalf of the Policy committee, O’Laughlin presented for a first reading of revisions to Personnel policy 2.6.1. The first change was amended to read as follows:

2.6.1 All new employees will be provided with a copy of the Personnel Policy to read. The official copy of the Personnel Policy can be found in Tier 3 on the District’s Domain Server. **A copy can also be found on the LCLD home page under About Us: Policies.**

A second addition to this policy was amended to read:

“Selling non-library-sanctioned goods or services to the general public during work time is prohibited.”

O’Laughlin also presented revisions to Personnel Policies 8.2 and 8.3. There was agreement that since staff had already seen and been able to discuss these revisions during the December staff training day, and since no changes were proposed, there was no need to postpone approval. It was moved and seconded that the revised policies be approved as written. Motion unanimously carried.

O’Laughlin requested that Cheadle forward an electronic copy of the LCLD policy manual to her.

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Cheadle presented a draft of the 2005-2006 Annual Report. There was discussion of the proper name of each district library, as well as discussion of the Moscow library's centennial display. Cheadle will wait to finalize the Annual Report until Friday January 19th to allow board members time to offer feedback.

Cheadle presented the proposed Technology Plan. Roberts suggested changing the language of Goal #3 to read "All district libraries will provide public access to electronic information resources using reliable and new technologies" in order to have language more consistent with the first two goals. O'Laughlin requested "programs" rather than "program" under Goal #3, Activity #5. It was moved and seconded that the Technology Plan be approved as corrected. Motion unanimously carried.

Roberts presented Staab's draft of a Communication Statement. There was discussion of the purpose of the statement as well as of particular language. Staab will incorporate the feedback into a new draft she will present at the February board meeting.

There was no public comment.

At 7:00, the board and Cheadle went into executive session to discuss personnel issues.

The executive session ended and the meeting was adjourned at 7:25 PM.

Next meeting – February 20th at the Moscow Library at 5:30p.m.