

**Latah County Library District
Board of Trustees - Meeting Minutes
May 15, 2007
Juliaetta Library**

Attendance: Board – Patti Roberts, Jennifer O’Laughlin, Sylva Staab, Chris Kowrach; Pat Eck; Staff – Carol Kampenhout, Jan Welles; Director – Anne Cheadle; Member of the public – Jan Eck

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

Roberts welcomed the visitor. Jan Eck shared her conviction that libraries are the last bastion of democracy.

Roberts presented the minutes from the April meeting. Eck moved and Staab seconded to approve the minutes as written. Motion unanimously carried.

Eck presented the Treasurer’s report. He asked about the timing of the sales tax revenue and Kampenhout stated that the next sales tax check was due within a few weeks. He noted that there had been spending from the staff development budget and said that he was glad to see that. He made a similar observation about the library materials budget line.

Eck pointed out that there was an 11% increase in the fees for membership in the Washington-Idaho Network and thought it was important for board and community members to note that this kind of increase in technology costs regularly outstripped the 3% increase in tax revenue mandated by Idaho statute. He emphasized that this is another example of the way tax revenue increases are not keeping up with increasing costs for necessary library technology.

Eck observed that overall the library’s financial position looks strong. Roberts shared that as she looked at budget percentages it seemed very likely that this year it would not be necessary to spend from the fund balance.

Eck commended Kampenhout for the notations she writes to accompany the financial reports.

Staab moved and O’Laughlin seconded to accept the Treasurer’s report. Motion unanimously carried.

Roberts solicited comments on the April expenditures. O’Laughlin moved and Staab seconded to accept the April expenditures. Motion unanimously carried.

Cheadle presented the Director’s report. She offered copies of a separate report from the Youth Services Manager on the status of planning for this year’s summer reading program. Kowrach asked about the terms of the free books distributed by the Outreach Services Manager and Cheadle will follow up.

Cheadle presented the Use and Program statistics.

O’Laughlin presented on behalf of the Policy committee. She said a question had been raised about developing a policy to address the issue of registered sex offenders in the library. Cheadle provided background. O’Laughlin read an excerpt from a memorandum by the Lewiston Assistant City Attorney to the Lewiston City Librarian. After discussion it was decided that:

- The board acknowledges that these situations do occur in libraries.
- The LCLD Patron Conduct Code has several sections in place that cover undesirable behavior in the library and on the library grounds, in this case specifically sections 2, 4, 8 and 11.
- The Patron Conduct Code authorizes staff to take appropriate measures to deal with these incidents on a case by case basis.

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- O'Laughlin will continue to pursue gathering information on this subject and then Cheadle will ensure that library staff members have an opportunity to review and discuss the Patron Conduct Code on a one on one basis prior to the next inservice day.
- Cheadle will include a session on safety in the libraries at the next staff inservice day.

O'Laughlin presented a second issue on behalf of the Policy committee. She suggested that small editorial changes to library policy language are suggested and made once per year rather than on an ongoing basis. This is to relieve the burden on staff to constantly update their paper and web policy manuals for immaterial changes. O'Laughlin moved and Eck seconded to approve making editorial changes to policy once a year and by the January meeting. Motion unanimously carried.

Juliaetta library supervisor Jan Welles presented her annual report. A copy of the report is appended to the minutes. Roberts and Cheadle both thanked Welles for her report and for her outstanding service to the library.

Roberts addressed the Communications Statement and it was agreed that no further work on this issue was needed.

Kowrach addressed the Trustee election issues. She presented a draft of a new certificate welcoming the incoming library trustee and the certificate was signed by board and director. Roberts will generate a certificate thanking the outgoing trustee. Cheadle shared information from the County Clerk's office including the fact that the Clerk's office regularly holds spring elections only during even numbered years. Kowrach requested authorization from the board to follow up on issues related to the trustee election process so that the library will be better prepared in the future. This authorization was granted by consensus.

Roberts adjourned the meeting at 6:45 PM.

Next meeting – June 19th at the Bovill Library at 5:30 p.m.