

**Latah County Library District
Board of Trustees - Meeting Minutes
October 16, 2007
Genesee Library**

Attendance: Board – Sylva Staab, Patti Roberts, Chris Kowrach, Bill Warren; Staff – Carol Kampenhout, Sharon Steiger; Director – Anne Cheadle. No members of the public were present.

Staab called the meeting to order at 5:35 PM.

There was no public comment.

Staab solicited comments on the September meeting minutes. Roberts commended Cheadle for the strategic thinking and careful stewardship of library funds that the minutes reflected. Roberts moved and Kowrach seconded to approve the minutes as written. Motion unanimously carried.

Staab presented the Treasurer's report. She indicated she saw nothing of any concern in the September Revenue and Expenditure numbers and was pleased with them overall. She commented that it had been a wonderful year for technology grants.

Roberts commented on the report. She asked why the depreciation amount was \$14,000 and got clarification from Kampenhout that the number was merely a correction for accuracy's sake. Roberts noted that the expenditure categories for computers and related technology were new within the past ten years. She said that the public now expected this Internet and computer access from their libraries, and she recommended pointing out that library taxing rates were set prior to the technology revolution.

Roberts also expressed appreciation for Kampenhout's work keeping library insurance costs low.

Kowrach sought clarification on the library's new automated backup system. Cheadle and Kampenhout confirmed that the backup system was located at the Moscow library and backed up library's in-house server.

Roberts moved and Kowrach seconded to approve the Treasurer's report. Motion unanimously carried.

Staab solicited questions on the September expenditures and there were none. Roberts moved and Warren seconded to approve the September expenditures. Motion unanimously carried.

Cheadle presented the Director's report. To supplement the report she distributed copies of several documents:

- Four short questionnaires she had distributed to staff at the September 25th meeting
- "Everybody Reads" bookmarks announcing the November 13th presentation by author Gregg Olsen
- The October 11th Pulse column on new Young Adult titles
- The recently revised job description for the library's Library Assistant III Generalist position
- A screen shot illustrating what patrons will notice once the WIN-Borrow software is activated
- The draft of a letter responding to last month's patron request for an off-site drop box in Moscow

Cheadle reviewed the revised Generalist job description and Staab clarified to the board that job description changes made in accordance with library policy were within the purview of the library director. Cheadle reviewed the WIN-Borrow service and explained that in the initial stage the service would not be widely advertised to the public. The intention is to allow libraries a period of months to identify and solve problems with the service.

Cheadle also reported that the computer purchases at the end of September would allow the library to provide all patron catalog and Internet computers with flat-screen monitors, and that all staff would receive 19" flat screen monitors. She announced that the first experimental district-wide rotation of DVDs was in progress. She

informed the board that a recent letter from former library director McPherson was available for review after the meeting. Finally, she invited board members to visit the photo-sharing website Flickr and see the "Latah County Library" photo collection that is in development.

Cheadle presented the Use and Program statistics. She noted that circulation for last year was up but that this year all the monthly numbers would compare with other VALNet numbers rather than those from pre-consortium months. She also noted that in the 2007-2008 fiscal year the circulation statistics would again have a youth/adult item breakdown.

Staab presented on behalf of the Planning committee. She said that she and Cheadle planned to form a small committee consisting of two staff members, two members of the public and themselves. Since the strategic plan was written to cover the period from 2006-2009, the review will be conducted primarily to provide the new director with input.

Cheadle mentioned the possibility of using a survey tool, such as SurveyMonkey.com, to help the committee and the library gather data. Roberts asked that the committee explore ways of measuring progress toward planning goals. She also suggested tying achievements directly to goals in the library's annual report.

Kowrach asked whether the library was able to poll patrons using their e-mail addresses. Cheadle offered to include a request for this permission when the library begins its e-mail notification publicity campaign.

Roberts presented on behalf of the Policy committee. She reported that she and Cheadle had formed a committee and were in the process of polling staff for their input on current policies.

Genesee Library supervisor Sharon Steiger presented her annual report. A copy of the report as well as a copy of the Summer 2007 Genesee patron-authored short story are appended to the minutes. Staab and Cheadle both thanked Steiger for her report and for her long and dedicated service to the library.

Staab presented the idea of holding a board retreat. Roberts recommended tabling this question until the Planning and Policy committees make more progress on their reviews. Staab asked the board to keep the possibility of a retreat in mind for a later date.

There was no public comment.

There was no executive session though Staab reminded board members of the need to prepare for the Director's annual evaluation.

In discussion of the board meeting calendar, the question of the auditor's presentation arose. After discussion, Staab asked Kampenhout to see if the auditor could make his presentation in December rather than January.

Staab adjourned the meeting at 6:50 PM.

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