

**Latah County Library District
Board of Trustees - Meeting Minutes
January 15, 2008
Moscow Library**

Attendance: Board – Sylva Staab, Patti Roberts, Bill Warren; Board members present via conference call – Chris Kowrach, Loreca Stauber; Staff – Carol Kampenhout, Betsy Bybell; Director – Anne Cheadle

Staab called the meeting to order at 5:35 PM. Staab confirmed that Kowrach and Stauber could communicate via the conference call setup.

There was no public comment.

Staab solicited additions or corrections to the December meeting minutes. Stauber praised the library's auditor Cade Konen for an excellent presentation. Roberts moved and Kowrach seconded to approve the minutes as written. Motion unanimously carried.

Staab presented the Treasurer's report. She noted that expenses were running a little ahead but pointed out that there were obvious reasons why this was no cause for concern. Warren asked and Kampenhout confirmed that the Revenue and Expenditures report covered the calendar month. Roberts moved and Warren seconded to approve the Treasurer's report. Motion unanimously carried.

Staab presented the December expenditures. Roberts moved and Warren seconded to approve the December expenditures. Motion unanimously carried. Warren asked what the fees paid to Wells Fargo Expre... covered and Kampenhout clarified that those were for processing the library's payroll.

Kowrach asked about the discretionary donation reported in December and Kampenhout clarified that it was normal to see an increase in donations at this time of year due to the available tax credits and deductions.

Staab offered to move the staff report up in the agenda due to poor weather conditions, but Bybell preferred to stay with the normal schedule.

Cheadle presented the Director's report. She distributed bookmarks advertising the NextReads e-mail newsletter service the library now offers. She reported on an advocacy grant currently being drafted by VALNet libraries that would help promote library services and added that she had asked to include the Latah County Library District in the grant. She circulated a copy of a letter of thanks to Sheriff Wayne Rausch for allowing his officers to work with the library recently on safety issues.

She reported that the lease between the City of Troy and the Library District was prepared and currently circulating for signatures, and also shared a recent invitation from the Idaho Commission for Libraries for library staff to participate in an upcoming session on early childhood literacy.

Cheadle clarified that on the Director's report the branch and department reports cover the previous calendar month while her own remarks cover the period between board meetings. This makes the report more manageable for staff while keeping the board current on important issues.

Cheadle added that the December Use and Program report would be e-mailed to board members on January 16th.

Staab reported on behalf of the Planning committee. She noted that due to weather conditions the committee had not yet met, but that she and Cheadle would continue to work toward finding a workable date and time.

Roberts reported on behalf of the Policy committee. The scheduled January meeting was cancelled due to weather and the committee is now waiting for better conditions. Stauber suggested that the board consider

scheduling committee meetings to coincide with a board meeting and Roberts said she would keep that request in mind.

Outreach Services Manager Betsy Bybell presented her annual report. A copy of the report is appended to the minutes and will be e-mailed to board members attending the meeting by conference call. Staab and Cheadle both thanked Bybell for her report and for her valuable contributions to the library.

Stauber asked about outreach to the county's inmates and Cheadle offered to contact Sheriff Rausch to see what form that outreach might take.

Staab presented the revised audit report for board approval. Cheadle confirmed that the corrections that she and Kampenhout had relayed to the auditor had been incorporated. Roberts moved and Warren seconded to accept the auditor's report. Motion unanimously carried.

Cheadle presented a draft of the annual report required by Idaho Code. After discussion, it was agreed that Cheadle would e-mail the draft to board members. Board members will get their comments to Cheadle by Friday January 18th and she will submit the report subject to their approval.

Staab called on Warren, who had asked to address the topic of organizing the monthly financial reports. Warren explained that in trying to execute his fiduciary responsibilities to the library he had some ideas that might make the financial reports more accessible. He asked board members for permission to work with Kampenhout in pursuing his ideas and invited other interested board members to join him. Roberts asked that the monthly summary report remain no longer than one page and reminded the board of the importance of year to year consistency in reporting. Kowrach expressed her satisfaction with the current reports, but joined other board members in supporting Warren in his pursuit.

Cheadle briefly discussed with the board some preliminary ideas for managing the budget surplus from 2006-2007. She expressed her concern that the money is managed in a way that further unites the district and asked to work with staff on making recommendations. Stauber and other board members agreed on the importance of involving as many people as possible in the process.

Warren expressed interest in getting a better analysis of how much the library should keep in its fund balance and Cheadle offered to begin that research with the library's auditor. Warren also requested that spending requests link back to the library's strategic plan. Roberts expressed interest in directing funds toward infrastructure, as well as toward operational and training needs.

There was no public comment.

Staab adjourned the regular meeting at 7:05 PM and Cheadle and the board went into executive session to discuss how the Director's evaluation would be conducted.

Staab adjourned the executive session at 7:20 PM.

Next meeting – February 19th at the Moscow Library at 5:30 PM