

**Latah County Library District
Board of Trustees - Meeting Minutes
February 19, 2008
Moscow Library**

Attendance: Board – Sylva Staab, Patti Roberts, Chris Kowrach, Loreca Stauber, Bill Warren; Staff – Carol Kampenhout; Director – Anne Cheadle

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

There was no public comment.

Staab solicited additions or corrections to the January meeting minutes. Roberts moved and Stauber seconded to approve the minutes as written. Motion unanimously carried.

Staab presented the Treasurer's report. She commented that everything looked good and that while expenses were running a little ahead of schedule it was not a problem. Kampenhout noted that lump sum annual costs such as insurance premiums accounted for some of this. Roberts moved and Kowrach seconded to approve the Treasurer's report. Motion unanimously carried.

Staab presented the January expenditures. Kowrach asked whether the Moscow Library was the only one to incur additional expense for snow removal. Kampenhout confirmed that the city of Moscow does not pay for snow removal at the library. She added that the Deary Library had hired extra help this season to expedite clearing snow from the parking lot and walkways. Kowrach moved and Stauber seconded to approve the January expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She added that since the report had been prepared she learned that the advocacy grant submitted by VALNet had not been approved and there were no plans to resubmit. She also added that WIN-Borrow was scheduled to be activated across all Washington-Idaho Network (WIN) libraries on February 25th. This would allow Latah County patrons to place electronic requests for books at the University of Idaho, Lewis-Clark State College and North Idaho College libraries, among others.

Cheadle presented board members with copies of the January 2008 Use Report.

Staab presented on behalf of the Planning committee. Due to weather, the Planning committee will not meet until March.

Roberts presented on behalf of the Policy committee. She reported similar problems arranging a meeting during February and proposed a tentative meeting on Wednesday, March 12th, at 1:30 PM. Cheadle will check with other committee members to confirm.

Business Manager Carol Kampenhout presented her annual report. A copy of the report is appended to the minutes. Roberts thanked Kampenhout for her attention to cost saving measures and for her work on the recent computer upgrades. Staab and Cheadle both thanked Kampenhout for her excellent service to the library.

Cheadle distributed draft copies of the 2006-2007 annual report. She asked that board members e-mail her with their suggestions and comments by Friday, February 22nd.

Staab addressed the issue of a trustee evaluation. She and Roberts will work on a format for a self-evaluation process.

Stauber addressed the issue of options for regular board meetings. Her concern was how to ensure that library business was properly handled in the event the board was unable to convene a quorum. After discussion, board

members agreed that rescheduling meetings if needed to accommodate absences was a reasonable choice and relied on advance notice of absences. It is also possible for the library board to cancel a regular meeting entirely if they choose since Idaho code does not require monthly meetings. The option of participating in meetings by phone when necessary was also endorsed.

Cheadle presented information on proposed expenditures from the fund balance. First the board considered the option of setting up and funding Voluntary Employee Beneficiary Association (VEBA) accounts for eligible library employees. These accounts are employer-funded and tax-exempt trust accounts from which employees may request reimbursement for eligible medical expenses. Accounts are funded at the discretion of the employer and do not create an ongoing liability for the Library District. After discussion, Roberts moved and Stauber seconded to create and fund a VEBA account for each eligible library employee at the rate of \$1,000 per FTE for a total one time cost of \$15,825. Motion unanimously carried.

The board then considered the other expenditure requests: \$13,000 for the Library Materials, \$6,000 for Discretionary expenses and \$2,000 for Services and Supplies for a total of \$21,000. Stauber moved and Kowrach seconded to approve the requests as presented. Motion unanimously carried.

Kowrach asked to address a new issue. She requested that the board allow her to investigate the possibility of scheduling the District's Budget Hearing for the July board meeting instead of the August meeting. She expressed concern that public comment on the budget could not be appropriately considered and incorporated into the budget. After discussion, board members asked Kowrach and Cheadle to research this issue further.

There was no public comment.

Staab adjourned the public meeting at 7:15 PM and convened an executive session to conduct the Director's annual evaluation.

The executive session adjourned at 7:50 PM and the meeting was reconvened.

Staab adjourned the meeting at 7:50 PM.

Next meeting – March 18th at the Moscow Library at 5:30 PM