

**Latah County Library District
Board of Trustees - Meeting Minutes
April 15, 2008
Potlatch Library**

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

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

There was no public comment.

Staab solicited additions or corrections to the March meeting minutes. Warren asked that the following sentence be added following the section on the VEBA presentation: "Warren requested that information on items requiring a board vote be provided in advance of the meeting." Roberts moved and Stauber seconded to approve the minutes with this addition. Motion unanimously carried.

Staab presented the Treasurer's report. She commented that with revenues up the library's finances were in fine shape. Staab thanked Kampenhout for her written comments on the Revenue and Expenditures report. Warren asked whether the VEBA expense had been put into the budget. Kampenhout said that hadn't happened yet, and would typically be done toward the end of the fiscal year if and when the board chose to formally amend the budget.

Warren asked about sales tax revenue and Kampenhout clarified that those payments were made quarterly. Warren asked whether revenue from lost materials had balancing expenditures and Kampenhout clarified that it did not. In response to a question from Warren, Kampenhout also clarified that groundskeeping at the Moscow Library as well as technical support was contracted out as a service rather than part of the salary budget.

Staab requested that board members seek answers to specific questions about the financial information in advance of the board meeting. Kampenhout noted that e-mail was her preferred channel for this kind of communication.

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

Staab presented the March expenditures. Roberts moved and Stauber seconded to approve the March expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She noted that since preparing the report she had visited the Troy and Juliaetta libraries. She added that she would attend the April 17th meeting of the Deary Friends group and shared that she was excited about the upcoming partnership between the Deary Friends, the library, and the University of Idaho Interior Design class. Stauber addressed the proposed xeriscape garden plan and mentioned Annette Brusven as a possible source for plants.

Board members received March use statistics via e-mail prior to the meeting.

Staab presented on behalf of the Planning committee. The committee will meet April 17th at 11:00 AM to review the Strategic and Technology Plans. Committee members include Debbie Fischer, Betty Leslie, and Loreca Stauber, in addition to Staab and Cheadle.

Roberts presented on behalf of the Policy committee. The committee is preparing a draft of proposed revisions to present at the May board meeting for a first reading.

Potlatch branch supervisor Donna Quiring presented her annual report. A copy of the report is appended to the minutes. Staab and Cheadle each thanked Quiring for her invaluable service to the district.

Staab addressed the topic of a trustee evaluation. In the absence of documentation on previous processes, Staab will investigate and develop a self-evaluation questionnaire and possibly other mechanisms for feedback. She will present this information within the next few board meetings.

Cheadle addressed the topic of the district's budget hearing. She reported the results of the research that she and former board member Kowrach had done, including their recommendation that the library continue to hold the annual budget hearing at its August board meeting. Cheadle stressed the importance of inviting community members to involve themselves in the library's budget process through feedback and participation throughout the year, and reminding stakeholders that the library budget was dynamic even after it was formally approved. No motion was made to change the date of the annual budget hearing.

Cheadle reported on the research she had done regarding how to fill the board vacancy created by Kowrach's resignation. She also distributed copies of Idaho Statute 33-2716 regarding trustee resignations. She said the Idaho Secretary of State's office confirmed that the district needed to hold the scheduled election to fill the five-year term, and according to code the board has 60 days from the declaration of vacancy to fill Kowrach's position. The appointed trustee will fill the position only until the next scheduled election in May 2009. Staab formally declared Kowrach's position vacant. Cheadle and Staab will draft a press release announcing the resignation and Staab will talk to both the current trustee candidates about their willingness to fill the one-year vacancy if not elected.

Staab asked if any board members were willing to serve as Clerk of the board until the annual election of officers at the June meeting. Roberts volunteered and will serve as Clerk as well as Vice President until the June election.

Cheadle offered to send Kowrach the thank-you cards from staff and board members along with a gift certificate.

Cheadle addressed the topic of a legal name change for the library district. After much investigation Cheadle was unable to discover that the library district had ever formally changed its name from the original "Latah County Free Library District" even though letterhead and minutes since 1995 indicate the name was increasingly shortened to the "Latah County Library District." In the course of her recent efforts to resolve the shared Employer Identification Number issue, she spoke to lawyer Linda Pall who recommended that the district pursue a legal name change in the interest of simplicity. Cheadle requested that the board grant her permission to pursue this legal name change. Stauber moved and Warren seconded to grant her this permission. Motion unanimously carried.

Staab shared with board members her scheduling conflict with board meeting dates in May and June. Board members agreed to move the May meeting in Juliaetta from the 20th to the 13th and the June meeting in Bovill from the 17th to the 24th. Staab thanked board members for their flexibility.

There was no public comment.

There was no executive session.

Staab adjourned the meeting at 7:00 PM.

Next meeting – May 13th at the Juliaetta Library at 5:30 PM