

**Latah County Library District  
Board of Trustees - Meeting Minutes  
May 13, 2008  
Juliaetta Library**

Attendance: Board – Sylva Staab, Patti Roberts, Loreca Stauber, Bill Warren; Staff – Carol Kampenhout; Director – Anne Cheadle. No members of the public were in attendance.

Staab called the meeting to order at 5:38 PM.

There was no public comment.

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

Staab presented the Treasurer's report. She commented that finances were on target. Roberts moved and Stauber seconded to approve the Treasurer's report. Motion unanimously carried.

Staab presented the April expenditures. Warren asked what accounted for the multiple checks per company at one time and Kampenhout clarified that the multiple items were actually invoices that were combined and paid by one check. Stauber asked if paying bills online resulted in a savings for the library and Kampenhout confirmed that online payments saved both postage and staff time. Roberts moved and Warren seconded to approve the April expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She shared that she had recently learned that issues with her application to San Jose State University had been resolved and that her application had been recommended for approval. She noted that contributions through the Food for Fines campaign were down, probably due to the handicaps to patrons of carrying fines on the VALNet system and to the rising price of food.

In response to board interest, Cheadle and Kampenhout addressed the proposed xeriscape garden at the Moscow Library in more detail. As a result of discussion, Stauber moved that the board draft and send a letter to the Moscow City County detailing the proposed garden plans and asking for \$6,500 from the city as a partnering contribution. Roberts seconded the motion. Motion unanimously carried. Cheadle and Stauber will develop the letter and either Staab or Roberts will sign on behalf of the board.

Cheadle presented the April Use statistics. She noted that the adult program attendance number will be adjusted after Adult Services Manager Chris Sokol returns from vacation. Cheadle also pointed out the leap in website use numbers from March to April and reminded board members that these numbers were impacted by other activity than legitimate patron use. Responding from a question from Warren, Cheadle clarified that the website use numbers reflected traffic on the library's website rather than Internet use inside the libraries.

Staab presented on behalf of the Planning committee. She said she tasked the committee to identify anything in the Strategic or Technology plans that needed changing before the next major review.

First she addressed the Strategic Plan and noted that the current Plan was developed in 2006 to serve the library for three to five years. She presented the committee's recommendations. A copy of the Plan with proposed revisions is appended to the minutes. Roberts commented that the margins and formatting should be corrected. Roberts also reminded board members of the importance of documenting the library's progress toward its goals. Staab agreed and noted that was an important component of each annual report and would be important when presenting the Plan to the community during the next major revision.

Staab addressed the Technology Plan. The current Technology Plan has been approved by the Idaho Commission for Libraries through June 30, 2010. Cheadle added that this approval is necessary for e-rate

reimbursement. Staab said that the Planning committee saw no need for revision of the Technology Plan at this time.

Staab asked that board members accept the proposed editorial changes to the Strategic Plan and leave the Technology Plan as is. Stauber moved and Roberts seconded this request. Motion unanimously carried.

Roberts presented on behalf of the Policy committee. She named the members of the committee—library staff Donna Quiring, Carol Kampenhout, George Williams and Anne Cheadle, plus board members Loreca Stauber and herself. She said the committee focused its efforts on fine tuning the Administrative and Personnel policies with an eye toward responding to issues raised and simplifying and clarifying language. She noted that this was a first reading of the proposed revisions, with two more readings before asking for a board vote.

Roberts and Cheadle presented the current manuals with proposed revisions. Based on questions from the board, Cheadle will seek clarification on the language regarding weapons in the library. Board members suggested adding "at the discretion of the Board" at the end of the sentence addressing VEBA funding. The sentence regarding PERSI will be changed to read, "The amount deducted from the employee's check is a percentage of wages as determined by PERSI." Cheadle will incorporate board suggestions and make the manuals and proposed revisions available to library staff for their input.

Juliaetta branch supervisor Jan Welles was absent due to illness. She made written copies of her annual report available to Board members at the meeting. A copy of the report is appended to the minutes.

Staab addressed the issue of the current Trustee vacancy. Cheadle reminded board members of the need to appoint someone to fill the vacancy within sixty days of the April 15<sup>th</sup> declaration of vacancy. Roberts moved and Stauber seconded to offer the one-year trustee position to the runner-up in the May 27<sup>th</sup> trustee election. Motion unanimously carried. Cheadle noted that if the appointment was turned down then the board would need to call a special meeting in order to meet the sixty-day requirement. Staab encouraged board members to develop a list of backup appointees.

Roberts and Cheadle addressed the issue of the trustee election. Cheadle has posted the first notice of election in both the Daily News as required by law and in the Latah Eagle as previous board discussions had determined to be prudent. The second and final notice of election will be posted no later than May 22<sup>nd</sup>.

There was no public comment.

There was no executive session.

Staab adjourned the meeting at 7:15 PM.

**Next meeting – June 24<sup>th</sup> at the Bovill Library at 5:30 PM**