

**Latah County Library District
Board of Trustees - Meeting Minutes
June 24, 2008
Bovill Library**

Attendance: Board – Sylva Staab, Patti Roberts, Loreca Stauber, Bill Warren; Staff – Paula Winter, Carol Kampenhout; Director – Anne Cheadle. Members of the public: Jean Childers, Becky Kellom, Karen Waldron, Manley Waldron.

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

Staab called for public comment. Becky Kellom informed the board that currently the City of Bovill and the Idaho Horizons group were working together to preserve other local historical buildings and that the Bovill Library was successfully taking care of itself. Karen Waldron added that the Bovill Library was a nice quiet place that was important to the community.

Staab administered the oath of office to newly elected library trustee, Bill Warren. Staab presented Warren with a certificate acknowledging his new office then Staab and other board members welcomed him.

Staab noted that John Pool, who was appointed to fill the board vacancy created by Chris Kowrach's April resignation, had been sworn in on June 4th. She reminded the board that Pool will not be able to attend the July board meeting.

Staab solicited additions or corrections to the May 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 though she had not been able to review the reports in detail, the finances appeared to be in order. She solicited questions and Warren asked for clarification about the Discretionary budget category. Kampenhout said that this year's expenses in that category included new shelving for the Technical services area and refinishing library bookcarts. Staab added that the category often covered unexpected expenses that had not been included in other categories.

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

Staab presented the May expenditures. Warren asked for information regarding the election expenses and Cheadle said that so far the expenses included \$300 for the assistance of the County Clerk's office and nearly \$200 to publish the required legal notices. Roberts moved and Stauber seconded to accept the May expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She shared that Summer Reading programs were in full swing and drawing good attendance. Stauber addressed the proposed xeriscape garden and asked about the cost of water and upkeep for the current landscaping. She suggested that any request to the city for support of the garden include information about current and anticipated maintenance costs.

Cheadle noted that board members had received the Use and Program report before the meeting via e-mail. She pointed out that overall circulation continues to increase.

Roberts reported on behalf of the Policy committee. She said that Cheadle had presented the proposed changes to library staff and solicited their input. Roberts suggested that the board table the second reading of the proposed changes to allow ample time for discussion of the 2008-2009 budget. She asked for input on the format for handling the second reading and board members said they liked reviewing the policies on a projection screen as done at the first reading. Cheadle will e-mail the proposed changes as part of next month's board packet so board members may also review them in advance.

Bovill branch supervisor Paula Winter presented her annual report. A copy of the report is appended to the minutes. Staab and Cheadle each thanked Winter for her invaluable service. Staab expressed that the board was very aware of the importance of the library to the Bovill community.

Cheadle addressed the comments made by the District's Attorney Jack Porter regarding the issue of a legal name change for the District. After discussion, Roberts moved and Stauber seconded to pursue the process of changing the District's legal name. Motion unanimously carried. Cheadle will contact Porter and ask him to draft an appropriate resolution for the board's consideration.

Staab addressed the election of officers. After discussion, Stauber proposed the following slate of candidates:

- President – Staab
- Vice President – Roberts
- Treasurer – Warren
- Clerk – Pool

Stauber moved and Roberts seconded to elect the slate as proposed. Motion unanimously carried. Warren expressed appreciation for the outstanding work done by Staab and Roberts on behalf of the library.

Cheadle presented the proposed list of library holiday closures for July 2008-June 2009. Warren questioned why the Veterans Day holiday would be observed on November 10th rather than the 11th. Cheadle cited past library practice and noted that many branches were already closed on Tuesdays. Warren moved and Stauber seconded to approve the closure dates as presented. Motion unanimously carried.

Staab presented the board bylaws for review. After discussion, the board agreed that no changes to the bylaws were needed at this time. Roberts moved and Stauber seconded to accept the bylaws as written. Motion unanimously carried.

Cheadle addressed LiLI Express. She presented the contract and explained that it is a reciprocal borrowing agreement through the Idaho Commission for Libraries that makes it possible for patrons to get free library cards and borrow books from other participating Idaho libraries while visiting their area. She confirmed that she had spoken to managers and VALNet directors and that impact on staff workload was projected to be minimal. After discussion, Roberts moved and Stauber seconded to participate in LiLI Express. Motion unanimously carried.

Cheadle presented the proposed 2008-2009 budget. She reviewed the comments accompanying the budget. A copy of those comments is appended to the minutes.

Highlights of the board discussion:

- Roberts expressed concern about potential risks to income, including concern about the declining rate of new construction and the Legacy Crossing urban renewal project. Cheadle added that the e-mailed courtesy notices may have an impact on library fines.
- Stauber expressed her commitment to spending money for the public good and her opinion that the budget is modest considering what it does.
- Stauber also expressed interest in making investments now to save on energy costs in the future.
- Warren requested additional information regarding the staff and materials budget.
- Warren asked for more information regarding the District's fund balance.

Staab reiterated that the proposed budget will be on the July meeting agenda for further review and discussion.

There was no public comment.

Staab adjourned the public meeting at 7:15 PM and convened an executive session to address personnel issues. The executive session adjourned at 7:30 PM and the meeting was reconvened.

Staab adjourned the meeting at 7:30 PM.

Next meeting – July 15th at the Deary Library at 5:30 PM