

**Latah County Library District
Board of Trustees - Meeting Minutes
July 15, 2008
Deary Community Library**

Attendance:

Board – Sylva Staab, Patti Roberts, Loreca Stauber, Bill Warren;

Staff – George Williams, Debbie Fischer;

Director – Anne Cheadle (attended via phone from California)

Staab called the meeting to order at 5:37 p.m.

There was no public comment.

Staab presented the minutes from the June meeting. Roberts moved and Stauber seconded to approve the minutes as written. Motion carried unanimously.

Warren presented the treasurer's report. Warren had a question about the profit/loss item on the agenda that was marked as "theft." Williams responded that at one point in May, an unexplained shortage of \$60 from the cash register had been noted over the course of a weekend at the Moscow branch and theft was considered as a possible explanation. The Director, Business Manager, and the Access Services Manager had taken steps to tighten money handling procedures at the Moscow branch. After this explanation, it was moved and seconded to accept the treasurer's report. Motion carried unanimously.

Warren presented the expenditures report. It was moved and seconded to accept the June expenditures report. Motion carried unanimously.

Cheadle presented the director's report. Roberts commented that things are looking very positive; Cheadle commented that things in the San Jose State MLIS program were going well (so far); and Staab commented on the Deary Internet problems. Fischer then explained that the Deary Internet problem had been resolved.

Roberts reported that the policy committee had not met in the last month and that, since Cheadle will be out of town until August, further discussion and action with regards to the annual review of the policy manual should be postponed at least until August, and possibly until September.

Fischer presented the Deary Community Library's annual report. The highlights of the report included:

- Computer use is up but patrons don't like the VALNet computer catalog
- Shera Callister was hired to clean the library once per week

- The work on the park next door to the library is proceeding and Shauna Corry of the U of I is working with her design class to help with the remodeling project which will hopefully take place inside of the library within the year
- Snow removal was a major concern this year
- The Friends of the Deary Library are having a book sale during Deary Great Outdoor Days during the first weekend of August.

Stauber then asked questions about the remodeling plans – specifically about what the U of I design class is doing and how any remodeling will be funded. Fischer responded that the U of I class is going to present several options and that the City of Deary, the Friends of the Deary Library and the Library District will have the option to choose the plan they like and come up with fund-raising ideas after the plans are presented.

Cheadle and Staab both then thanked Fischer for all of the great work she has done for the library in Deary. A copy of the Deary Community Library report is appended to the minutes.

Discussion of Unfinished Business from the last meeting then began.

Warren rescinded his vote in favor of pursuing the process of changing the library district's name from "Latah County Free Library District" to "Latah County Library District." No one objected so his vote was changed.

Roberts and Stauber read the resolution for the name change that had been prepared by Moscow attorney Jack Porter and then discussion began concerning the name change.

Warren was concerned with how the resolution was presented to the board. He was concerned that the idea to change the name and the decision to proceed with the process had been made by the director and the library's management team before it was brought to the board for their input. Cheadle then explained the series of incidents that lead to the discovery that the library had been doing business under the informal name "Latah County Library District" even though the legal name of the district is "Latah County Free Library District." Cheadle then explained the history and some of her concerns over having the library doing business under its informal name rather than its legal name.

After much further discussion, Stauber moved and then Roberts seconded that the resolution that they read should be presented to the public at the August 19 meeting. The motion carried unanimously.

An upshot of this discussion was that Warren recommended that the board be given more written information to help them prepare for board meetings and that future

agendas be modified so that agenda items are marked either as "Action" or "Discussion Only" items. He also recommended that time for discussion be allotted in the agenda.

Warren and Stauber then discussed, at length, and at various times during the meeting, the value of written information as opposed to oral information. Warren wants more written information and Stauber feels that oral information is adequate.

Unfinished discussion on the budget was then taken up.

Roberts wanted to know if Cheadle's distance MLIS program through San Jose State University was included in this year's budget or next and whether or not the recent increases in fuel costs had been considered in budget planning. Cheadle reported that currently the costs at San Jose State were not included in the proposed budget with the idea that those funds would be earmarked from the fund balance. Cheadle also reported that the business manager has accounted for the present fuel situation.

Staab then read the following statement:

Based on the agreement that we had with Anne Cheadle when she accepted the job of Director of Latah County Library District, I propose that we budget \$10,000 for library director development each year for the next three years. This should cover half of the tuition, fees and expenses for Anne to get her Executive MLIS at San Jose State. We should also make it a formal agreement to repay her half of the cost of the program over 5 years if she stays with the library district.

I will meet with attorney Jack Porter to seek his help in drafting the agreement.

Cheadle then asked the board to formally support her in the program and all of the board members formally offered their support.

Staab then suggested that an official process/procedure for how money for staff development of this type should be allocated appropriately in the future be set up. Staab will work with Cheadle and Kampenhout to develop a procedure.

Stauber then moved and Roberts seconded that Staab's statement be approved and that a formal agreement be drawn up to pay for Cheadle's Executive MLIS with funds being allocated from the 2007-2008/2008-2009/and 2009-2010 fiscal years. The motion carried with all in favor and Warren abstaining.

Roberts then moved that we take \$10,000 from the fund balance for Cheadle's schooling for the 2007-2008 fiscal year. Warren and Stauber seconded the motion. The motion was carried with 3 in favor and 1 abstention.

Staab then asked if everyone whether or not they thought that the budget was ready for the next meeting.

Warren then said that he would like a more formal explanation of the budget and possible budget options. Specifically he would like to know why some areas are increasing and how the money allocated for certain line items fits into the strategic plan. Cheadle then suggested that next year, there could be a more formal presentation to the board when the budget is first presented to them rather than holding off on the formal presentation until the July meeting.

Warren then presented a proposal about how board processes could be modified and how information could be better presented to the board in advance of meetings. He gave a 2 page handout to each of the people present and the board will revisit this proposal at the next meeting.

The next meeting is scheduled for August 19 at the Moscow Public Library.

The name change will be on the agenda, as well as the budget.

The meeting was adjourned at 7:34 (Deary Daylight Savings Time).

Minutes prepared by G. Williams with input from A. Cheadle

Approved 8/19/08
AMC