

**Latah County Library District
Board of Trustees - Meeting Minutes
September 16, 2008
Troy Library**

Attendance: Board – Sylva Staab, Patti Roberts, Bill Warren, John Pool; Staff – Margie Fitzmorris, George Williams, June Falk, Carol Kampenhout; Director – Anne Cheadle. Members of the public: Ellis Anderson (arrived at 6:25)

Staab called the meeting to order at 5:33 PM.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the August meeting minutes. Warren submitted a written statement as a correction. A copy of the statement is appended to these minutes. Cheadle read the statement aloud. Roberts moved and Pool seconded to approve the minutes as corrected. Motion unanimously carried.

Warren presented the Treasurer's report. There was some discussion of projections for the remainder of the fiscal year, and what factors accounted for discrepancies between budgeted and actual expenses. Cheadle estimated this fiscal year's remaining costs of her MLIS program to be less than \$1,000. Kampenhout was asked to look into the difference between the budgeted and actual library-generated revenue. Kampenhout confirmed that utility cost increases had been lower than anticipated and also that property tax revenue looked as if it would once again come in higher than expected.

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

Staab asked for questions regarding the August expenditures. Roberts moved and Pool seconded to approve the August expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She showed samples of the new Great Courses materials, presented to the library as the part of the new James D. Aiken memorial collection. Staab and Cheadle will draft a letter of thanks to donors David and Harriet Aiken.

Use and program statistics had been sent to the board members in advance of the meeting; Cheadle pointed out that overall circulation statistics continue to rise.

Roberts addressed the group as chair of the Policy Committee while Cheadle distributed print copies of proposed policy revisions. Roberts asked that board members review the proposed changes and let her know before the next board meeting which policies board members felt required a third reading and which they felt could be voted on after just a second reading. She said there may be an additional policy revision proposed, but that was not yet certain. There were no objections to her request.

Troy Branch Supervisor Margie Fitzmorris presented her annual report. A copy of the report is appended to the minutes. Staab and Cheadle both thanked Fitzmorris for outstanding work at the Troy Library.

Staab addressed the board retreat agenda item. She confirmed the retreat is scheduled from 9:00 AM – 1:00 PM on Saturday, October 11th at her house. Jan Wall, the Northern Field Office consultant for the Idaho Commission for Libraries, is scheduled to facilitate the retreat so that Staab may participate.

Staab asked for feedback on the retreat agenda. Warren expressed concern that the agenda was not specific enough, and added that issues he had did not fit within the agenda categories. After further discussion, Warren proposed to draft a document outlining his concerns about board process and forward it to the board and to Cheadle, with the intention of bringing the document up for discussion at the retreat. Also added to the retreat

agenda was discussion of the roles of trustees and staff in planning and implementing library services. Otherwise, the agenda was generally perceived to be satisfactory.

Staab presented the agreement drafted by Attorney Jack Porter that clarified the expectations between Cheadle and the library board regarding her MLIS degree program. Staab asked for comments and noted that Cheadle and Warren had already submitted their comments to her. Staab will communicate further with Porter and hopes to bring a final version of the contract to the October meeting for approval.

Cheadle presented the 2008-2009 board meeting calendar for review and approval. Roberts moved and Warren seconded to approve the calendar as presented. Motion unanimously carried.

Cheadle and Williams presented the proposal for automated Internet signup software. Board members reviewed the document presented. There was active interest in the proposal. Roberts shared her appreciation for the thorough presentation of information. Warren commended Williams and other library staff involved in the project for their work. Warren moved and Pool seconded to approve the request to fund PC Reservation software as proposed for a total estimated cost of \$22,542. Motion unanimously carried.

Staab solicited public comment. Ellis Anderson commented that he had enjoyed listening to the board's discussion. Cheadle asked to introduce Anderson as one of the backbones of the Troy Library and the Troy community and expressed her thanks that he had attended the meeting.

There was no executive session.

Staab adjourned the meeting at 6:45 PM.

AMC
Approved 10/21/08
Amended 11/18/08

Next meeting – October 21st at the Genesee Library at 5:30 PM