

**Latah County Library District
Board of Trustees - Meeting Minutes
October 21, 2008
Genesee Library**

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

Staab called the meeting to order at 5:30 PM.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the September meeting minutes. In response to a question from Stauber, Cheadle reviewed the background of the Aiken donation. Pool moved and Stauber seconded to approve the minutes as written. Staab, Pool and Stauber voted in favor and Warren abstained. The motion carried.

Warren presented the Treasurer's report. In response to questions, Kampenhout clarified that the library generated revenue was higher than budgeted due to several factors, including received e-rate reimbursement and higher than anticipated revenue from fines and lost materials. She explained that the capital expenditures budget line included the expense of PC Reservation software and implementations, and that server upgrades were in the discretionary category. Warren moved and Pool seconded to approve the Treasurer's report. Motion unanimously carried.

Staab solicited questions on the September expenditures. Stauber moved and Warren seconded to approve the September expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She announced the November 7th retirement party for Sharon Steiger and shared information on the Deary Library project with the University of Idaho interior design class. She also discussed the upcoming presentation by the LCLD Foundation and asked the board to consider what kind of communication channels with the Foundation they thought would be effective. Cheadle and Staab mentioned that former board member Pat Eck had also served on the Foundation Board and revisited the idea of having a board liaison with the LCLD Foundation Board of Directors. Pool expressed possible interest in the liaison role. Warren suggested using the news column to clarify the roles of the different library groups.

Cheadle presented the Use and Program statistics. She pointed out the continuing rise in circulation statistics. Staab commented that the increased rotations may have been a factor in the rise. Cheadle also reported that in October with the start of the fiscal year the library will provide a breakdown of circulation by youth and adult materials.

Genesee Branch Supervisor Sharon Steiger presented her annual report. This was her final annual report after 24 years of service to the library. A copy of the report is appended to the minutes. Staab and Cheadle both thanked Steiger for her outstanding service to the library.

Staab presented copies of the reimbursement agreement drafted to clarify the understanding between the board and Cheadle regarding her MLIS program costs. Stauber moved and Pool seconded to approve the agreement as written. Stauber, Pool, and Staab voted in favor of the motion while Warren abstained. Motion carried. Copies of the agreement were signed and distributed to the library and to Cheadle.

Staab announced that in Roberts absence the second reading of the policy manual revisions would be tabled until the November meeting.

Staab addressed the issue of rescheduling the board retreat and training session. The date of November 15th was agreed upon as the first choice, with November 22nd as the second choice. Staab offered her house for the

retreat and will reissue the agenda. Cheadle will post public notices of the retreat at the libraries and on the LCLD website and also confirm the date with the facilitator, Jan Wall of the Idaho Commission for Libraries.

Stauber offered the board an update on the work being done by the committee to research climate control options at the Potlatch Library. She explained the committee's intention to present the board with options that included a simple solution, such as adding an air conditioner, as well as heat pump options that would address heating as well as cooling the library. Heat pump options being researched include both an air-to-air heat pump and a geothermal heat pump. Warren expressed his interest in seeing a cost-benefit analysis of the different options and Stauber confirmed that was the committee's intention. There was discussion about different aspects of heating and cooling options.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 7:00 PM.

AMC
Approved 11/18/08

Next meeting – November 18th at the Moscow Library at 5:30 PM