

**Latah County Library District
Board of Trustees - Meeting Minutes
November 18, 2008
Moscow Library**

Attendance: Board – Sylva Staab, Patti Roberts, Bill Warren, John Pool, Loreca Stauber; Staff – Carol Kampenhout; Director – Anne Cheadle. Members of the public: Alice Barbut

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

Staab solicited public comment and there was none.

Cheadle offered a correction to the agenda. Under New Business the item "May election schedule" should read "2009 election schedule" since the issue concerns all district election options in 2009.

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

Cheadle asked for a correction to the September meeting minutes. She said the minutes should reflect that the August meeting minutes rather than the July minutes were approved at the meeting. Roberts moved and Pool seconded to amend the minutes as suggested. Motion unanimously carried.

Warren presented the Treasurer's report. He reported that he didn't find any issues of concern. He added that the next significant property tax payment is due in January and the library has followed its usual pattern in making several annual payments, such as for insurance premiums and subscriptions, early in the fiscal year. Roberts moved and Stauber seconded to approve the Treasurer's report. Motion unanimously carried.

Staab solicited questions on the October expenditures. Roberts moved and Pool seconded to approve the October expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She reported that the Moscow presentation by Everybody Reads author Gary Ferguson had been interesting and well-attended. She reported on the progress of the implementation of PC Reservation software and on the status of the Deary Library remodel plans put forth by the UI Interior Design class.

Cheadle presented the Use and Program statistics. She confirmed that the statistics report had been e-mailed to board members for their records and also distributed a few printouts of the report. She pointed out the new addition of a circulation breakdown by Youth and Adult materials and another new feature of the report—a reporting of the number of non-LCLD materials circulated per library per month. She thanked Access Services Manager George Williams and Technical Services Manager Jeannie Haag for their work making access to this information possible. Warren and other board members also thanked the staff for that work.

Staab addressed the issue of creating a committee to conduct the District's review of its Strategic Plan. She asked board members if they were willing to lead or serve on the Strategic Planning committee. Warren expressed interest in serving on the committee but could not lead the committee at this time. Stauber recommended Pool for committee chair and he accepted the role. Cheadle shared the *Strategic Planning for Results* book with Pool. Staab asked board members to think over the issue of committee membership by the next board meeting. Cheadle offered to contact the Idaho Commission for Libraries for additional planning resources. Staab thanked Pool and Warren for their willingness to serve on the committee.

At this point, visitor Alice Barbut was offered the chance to speak regarding the LCLD Foundation presentation agenda item in the absence of the scheduled presenter. She introduced herself as a community volunteer working on the Foundation's committee to sponsor an art-related fundraising event in October 2009. She outlined some of the essential elements of the event, such as having multiple art-related auctions, ticket sales, and other mechanisms for guests to contribute to the LCLD Foundation. She confirmed that Roger Wallins had agreed to be the primary emcee and that the committee hoped to have local celebrities also participate. She emphasized the committee's

commitment to having the local art community as an ally in this event and the committee's hope that the event would raise community awareness of the Foundation. Staab thanked Barbut for her presentation.

Roberts addressed the issue of policy revisions. She reminded board members that the proposed policy revisions had been in the works for several months and that she hoped the board would consider waiving a third reading of proposed revisions where possible.

After review and discussion of each Administrative policy proposed for revision, Stauber moved to approve all proposed revisions with the exception of Administrative Policy 2.3, and with the addition of a footnote to Administrative Policy 1.0 clarifying the definition of "service responses" and a substitution of the word "filter" for "filtering software" in Administrative policy 2.5. Staab seconded the motion. Motion unanimously carried.

Pool then asked to change the order of the agenda to allow him, as Clerk of the Board, to confirm the intentions of the board regarding the 2009 election schedule. He said the county required election information by November 30th and asked whether the May election to fill two trustee positions was the only election the board planned to hold. No other elections were proposed and Pool will communicate accordingly to the County Clerk.

Roberts then returned to the policy revision issue. After the board reviewed and discussed the proposed Personnel policy revisions, Pool moved to revise the Personnel policies as proposed and with the inclusion of the proposed revisions to Personnel Policy 4.0. Stauber seconded the motion. Motion unanimously carried. For a more detailed listing of approved policies, please see the addendum to the minutes.

Cheadle then distributed the Youth Services department annual report in Manager Cathy Ensley's absence. Cheadle added that Ensley plans to attend the February board meeting and hopes to share plans for the 2009 Summer Reading Program at that time. Staab thanked Ensley for her report and for her excellent service to the library.

Staab addressed the issue of adding agenda-building opportunities to the regular board meeting agenda. Cheadle confirmed that the LCLD bylaws list required agenda item categories, but allow flexibility to add others with the phrase "may include but are not limited to." After discussion, board members agreed to add an agenda item "Changes or Additions to the Agenda" before the initial request for public comment. They also agreed to add an agenda item "Items for Next Month's Agenda" just after the New Business agenda item. Cheadle will bring the annual board meeting calendar to each meeting so that scheduled annual agenda items can be taken into account.

Pool inquired about the library's posting of board meeting schedules and information. Cheadle shared that the dates, times and locations, as well as the agendas, of board meetings are currently posted on the library website. Board members expressed interest in making information about board meetings more widely available, such as through postings in each district library. Cheadle will pursue.

Cheadle briefly discussed the annual report draft. She clarified that this referred to the in-house annual report and that it could not be finalized prior to the approval of the 2007-2008 audit report. She and board members discussed approaches to the report, including reviewing service highlights of the year, soliciting input from staff, and the various ways that the report might be distributed to the public, including via the library newspaper column.

Staab informed board members that she would not be able to attend the board meeting and the board discussed options for the meeting. The board decided to proceed with the meeting as planned, with Roberts chairing and the initial audit report to be presented as scheduled.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 7:25 PM.

AMC
Approved 12/16/08

Next meeting – December 16th at the Moscow Library at 5:30 PM

Addendum to minutes of November 18th Board meeting:

LCLD Policy proposed revisions:

Administrative policies:

- 1.0 Mission Statement. Approved with addition: cross-reference of "Service Responses"
- 2.2 General Policies: District Computers – Approved as proposed
- 2.3 General Policies: Children’s Internet Protection Act (CIPA) – Not approved
- 2.4 General Policies: Patron Conduct Code - Approved as proposed
- 2.5 General Policies: Internet Use Policy – Approved with change: "filter" to replace "filtering software"
- 2.6 General Policies: Copiers, Printers, Fax Machines - Approved as proposed

Personnel Policies:

- 2.1 Basic Policies and Hiring: Definitions - Approved as proposed
- 3.3 Salary and Compensation: Scheduled Hours - Approved as proposed
- 3.4 Salary and Compensation: Paid Holidays - Approved as proposed
- 4.0 Annual Evaluations - Approved as proposed
- 8.1 Employee Benefits: Annual Leave - Approved as proposed
- 8.2 Employee Benefits: Sick Leave - Approved as proposed
- 8.6 Employee Benefits: Funeral Leave - Approved as proposed
- 8.7 Employee Benefits: Jury Duty - Approved as proposed
- 8.10 Employee Benefits: Medical Benefits - Approved as proposed
- 8.12 Employee Benefits: Mileage Reimbursement and Travel Guidelines Approved as proposed
- 8.13 Employee Benefits: Idaho Library Association Membership - Approved as proposed
- 8.16 Employee Benefits: State Retirement (PERSI) - Approved as proposed