

**Latah County Library District
Board of Trustees - Meeting Minutes
January 20, 2009
Moscow Library**

Attendance: Board – Sylva Staab, Patti Roberts, Bill Warren, Loreca Stauber, John Pool; Staff – 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 changes or additions to the agenda. Staab asked to add a report from the Personnel committee so she could address the Director's annual evaluation. Warren asked that Cheadle share a personal status report and Cheadle will include that element in her Director's report narrative.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the December meeting minutes. Cheadle asked for clarification about the status of the November minutes, December Treasurer's report and December expenditures, and board members confirmed those had been unanimously approved as presented. Board members also added the adjournment time. Roberts moved and Pool seconded to approve the minutes with these additions. Motion unanimously carried.

Warren presented the Treasurer's report. He reported he didn't see anything that was a problem. Kampenhout confirmed that the next significant property tax payment was imminent and the library had followed its usual pattern of making several annual payments early in the fiscal year. Pool asked and Kampenhout confirmed that interest income derives from the Local Government Investment Pool. Kampenhout added that sales tax income arrives quarterly with the first check usually in February. In response to a question, she confirmed that VALNet consortium fees appear under Services and Supplies. She also clarified that "cash short" reflects small adjustments to petty cash totals. Pool moved and Roberts seconded to approve the Treasurer's report. Motion unanimously carried.

Staab solicited questions on the December expenditures. Warren asked about a late charge on a phone bill and Kampenhout will check on it. Pool moved and Roberts seconded to approve the December expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She offered a quick review of her recent illness and elaborated briefly on the implementation of PC Reservation software.

Staab solicited questions on the Use and Program statistics. Pool asked about the de-accession numbers and Adult Program numbers and Cheadle responded.

Staab presented the report from the Personnel committee. She reminded board members of the need to conduct the Director's annual evaluation and recommended the board follow the same procedure used last year. Staab will e-mail board members the Director's job description and the evaluation information. Board members agreed to complete the evaluation process over the next month in order to discuss it in executive session at the February board meeting.

Pool reported on behalf of the Planning committee. He reported that so far the following names had been suggested for membership on the committee: Eliza Fletcher from rural Moscow, Chris Kowrach from Juliaetta/Kendrick, Todd Cumming from Bovill, and Betty Leslie from Troy. Warren and Cheadle will also serve on the committee. Board members suggested soliciting other names for the committee via the local newspapers and the library's website. Pool relayed his hopes for an organizational meeting in February with a recommendation to the board by June.

Roberts spoke on behalf of the policy committee and will address the proposed policy revision later in the meeting.

Cheadle distributed copies of the Outreach Services Manager Betsy Bybell's annual report to the board and conveyed Bybell's regrets at not being able to attend the meeting. Staab asked Cheadle to thank Bybell for her good work on behalf of the library.

Cheadle presented the December Director's report. She complimented the work done by UI Interior Design students in drafting remodeling ideas for the Deary Library.

Staab asked Kampenhout to distribute copies of the audit report and solicited questions. In response to one question, Kampenhout confirmed that interest earnings had gone down in 2008. Stauber moved and Pool seconded to approve the audit report. Motion unanimously carried.

Roberts presented a proposed revision to Administrative Policy 2.3 and solicited questions. Stauber moved and Pool seconded to approve the revision as presented. Motion unanimously carried.

Staab called for new business and there was none.

Staab then asked for suggestions for the February meeting agenda. Stauber requested a report from the committee researching climate control issues at the Potlatch library. Kampenhout expressed her interest in investigating other energy efficiency issues at the libraries. The issue of Trustee evaluations will also be on the agenda as scheduled.

Kampenhout asked board members if there were specific issues they would like her to address in her February report to the board. Suggestions included any changes or particular challenges, as well as a projection of tax revenue.

Stauber expressed interest in organizing an informal social gathering for board members.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 6:45 PM.

AMC
Approved 2/17/09

Next meeting – February 17th at the Moscow Library at 5:30 PM