

**Latah County Library District
Board of Trustees - Meeting Minutes
February 17, 2009
Moscow Library**

Attendance: Board – Sylva Staab, Patti Roberts, Bill Warren, Loreca Stauber, John Pool; Staff – Cathy Ensley; 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. Cheadle corrected the agenda to omit the Executive Session per an e-mailed request from Staab and noted that there would be no report from the Policy committee. Cheadle also asked if the Youth Services Manager presentation could be moved earlier in the agenda as a courtesy.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the January meeting minutes. Cheadle corrected the minutes to read 2009 rather than 2008. Roberts moved and Warren seconded to approve the minutes as corrected. Motion unanimously carried.

Warren presented the Treasurer's report. He reported that the January property tax payment had been received and put us in the black. He noted that the library materials expenditures were at 40% but that this did not cause him concern. Cheadle noted that annual subscription expenses were part of this figure and Ensley added that she meets with several book sales representatives early each fall. Roberts commented that utilities costs were lower than she had expected considering the severity of the winter weather. Roberts moved and Pool seconded to approve the Treasurer's report. Motion unanimously carried.

Cheadle distributed a corrected balance sheet to all board members.

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

Ensley gave a brief presentation on the status of Summer Reading Program planning at the Moscow Library. She distributed a draft calendar for June and July and discussed the partnership with the Moscow Arts Commission. She also mentioned the application she submitted for an AmeriCorps volunteer to help with after school issues at the library and with summer programs. She also commented on crowding and climate control issues at the library.

Staab and other board members thanked Ensley for her presentation and for her work on behalf of the library. Cheadle added that Ensley's work as the library webmaster was invaluable.

Cheadle presented the Director's report. She offered to distribute a copy of the library's annual report to the state of Idaho to board members if they were interested in reviewing it. She distributed copies of the new library brochure and outlined the plan for distributing it. She invited board members to attend upcoming library events, including the Deary library open house and events honoring June Falk and former Branch Supervisor Sue Hotinger.

Cheadle distributed copies of the Use and Program statistics. Circulation statistics continue to be higher than the previous year's numbers. Pool inquired about interlibrary loan statistics and Cheadle shared that patron use of WIN-Borrow was increasing.

Pool presented as chair of the Planning committee. He said that to date the committee consists of Sandy Dalton (substitute Thomasene Blevins as necessary), Todd Cumming, Eliza Fletcher, Aimee Shipman, Bill Warren, and Anne Cheadle. Cheadle said that Carol Kampenhout from the library staff had responded to her call for additional staff representation. Warren asked if Pool had been able to advertise for additional members and Pool responded that an announcement had been in place on the library website for several days, in addition to his survey of branch supervisors.

Warren raised the question of mileage reimbursement for committee members. It was noted that at this time there is no budget or policy in place to specifically address this issue. After discussion, it was agreed that the committee could submit a budget proposal to the board for its activities if it so chose.

Staab asked Warren to consider the formation of a Finance committee in light of the upcoming budget process. Warren stated he would like to research the issue of an appropriate fund balance and cash reserve and report back to the board. He will also investigate the question of developing a financial policy.

Stauber noted that board committee members were good prospects for future board members.

Staab called for the annual report from the Business Manager. In Kampenhout's absence, Cheadle distributed copies of the prepared report. Cheadle also distributed copies of a spreadsheet summarizing the district's January property tax revenue for the past five years.

Staab addressed new business. She asked if any board members would like to change the date of the March board meeting since it falls during the University of Idaho's spring recess. No members reported a conflict so the March 17th meeting date was confirmed.

Staab addressed the Trustee evaluation issue. After discussion, it was agreed that Cheadle would e-mail board members the Trustee job description developed in house several years ago as well as the copy of the duties outlined in Idaho code. The question of an appropriate evaluation process will be addressed at the next board meeting.

Staab called the report from the committee researching climate control issues at the Potlatch library. She proposed and Stauber agreed that the report should be tabled until the next board meeting. Stauber and Cheadle briefly reported that one promising avenue had closed and now Stauber was researching other options.

Staab asked for agenda items for the March board meeting. The following items were suggested: Trustee job description/evaluation, report from the Potlatch committee, report from Warren on the Finance committee, report from Pool on the Planning committee activities, the Director's annual evaluation, and the library's 2007-2008 annual report.

Staab asked about additional new business. Stauber offered to host a social event for board members. After discussion, it was decided that a potluck dinner would be held at her house at 3:00 PM on March 28th. No board business will be transacted at the event. Cheadle will issue any appropriate public notification.

Staab solicited public comment and there was none.

Staab adjourned the meeting then immediately reconvened it so that the board could discuss the Director's evaluation process. Pool requested that Cheadle forward him a copy of her 2008 goals and she will e-mail that to all board members. Cheadle will also prepare a list of goals for 2009 and send that to board members along with next month's board packet.

There was no executive session.

Staab adjourned the meeting at 7:00 PM.

AMC
Approved 3/16/09

Next meeting – March 17th at the Moscow Library at 5:30 PM
Note: Board meeting was since rescheduled for March 16th.