

**Latah County Library District
Board of Trustees - Meeting Minutes
March 16, 2009
Moscow Library**

Attendance: Board – Sylva Staab, 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. Cheadle asked to have the annual report item removed.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the February meeting minutes. Pool moved and Stauber to approve the minutes as written. Motion unanimously carried.

Staab called for the February Treasurer's report. Cheadle reported that due to the changed meeting date and Kampenhout's recent absence, the report was not ready for presentation. Cheadle will e-mail the report when ready and also send it out with the April board packet.

Staab addressed the February expenditures. Cheadle made copies of the expenditure report available and noted she had also e-mailed board members the report earlier in the day. Stauber moved and Pool seconded to approve the February expenditures. Motion unanimously carried.

Cheadle presented the Director's report and reviewed some of its highlights.

Cheadle distributed copies of the February Use and Program statistics. She also distributed copies of the first monthly use report generated by PC Reservation. She noted this report was just a starting point and outlined some of the variables to consider when reviewing the report. Those included the number of hours a day and days per week a library was open, as well as the number of stations in each library.

Staab asked Warren for a report on the Finance committee. Warren reported there was no official committee yet and that he wanted to meet first with Kampenhout and Cheadle and do additional research before proceeding.

Staab asked Pool to report on behalf of the Strategic Planning committee. Pool reported that the committee had held two meetings to date and would meet on March 18th in the Troy Library. He asked the board for input on the committee's work. First, he asked how board members felt about a longer planning timetable than the four to five months originally discussed. Second, he asked how board members felt about keeping the current plan in place for another year. Stauber asked about removing outdated elements of the plan and Pool responded that the committee was not currently taking that approach. Staab suggested that Pool work with the committee for another month or two and see where things are then. Warren raised the issue of the timing and frequency of the library's planning process and suggested possible changes. He confirmed that the 2009-2010 budget would of necessity be based on the current plan. Pool affirmed he had the information he needed from the board.

Staab called for the report from the Access Services Manager. Cheadle explained his absence and distributed copies of his written annual report. She also conveyed his intention of appearing at a later board meeting to answer any questions. Cheadle and board members expressed their appreciation for his excellent work.

Staab addressed the issue of the trustee evaluation. She noted that Cheadle had sent board members copies of several documents pertaining to board responsibilities, including Idaho Code 33-2720, an outline of board and library responsibilities from the Idaho Commission for Libraries and an in-house job description. Staab suggested that each board member review these documents and conduct a private self-evaluation. She also proposed that the group conduct a group evaluation at the April meeting and discuss whether the in-house description is adequate. Stauber

asked about gathering input from outside the board. After discussion, Cheadle was asked to solicit input from the managers on whether the board was meeting expectations.

Staab asked for the report from the committee researching climate control solutions at the Potlatch library. Stauber reported that one bid to install a ground-source heat pump system had been submitted but that at \$44,000 it was higher than expected and still didn't include excavation expenses. She discussed some of the issues and variables involved in the committee's research and reported that she and the group were now reaching out to different experts and heating contractors.

Staab addressed the issue of rescheduling the March 28th board social event. After discussion, the event was tentatively rescheduled for April 25th at 4:00 PM. Cheadle will e-mail all board members asking them to confirm the date and time. Stauber will provide a map to her house and Cheadle will issue any appropriate public notices. Members confirmed that no business would be conducted at the event.

Staab raised the issue of confirming the board meeting calendar. Cheadle distributed copies of the current calendar. Pool asked members to confirm the August meeting date since that the annual budget hearing will take place during that meeting. Depending on response to the trustee candidacy process, the May meeting date may also be subject to change. After discussion, board members suggested revisiting the dates of the May and August board meetings at the April meeting.

Staab asked Cheadle to address a recent patron letter to the board. Cheadle distributed copies of the letter by K. Guernsey and a copy was entered into the meeting records. After discussion, Staab volunteered to work with Cheadle on a response.

Staab asked for agenda items for the April board meeting. Already on the agenda are the annual review of the District's Technology Plan and the trustee vacancies and election process. The following items were suggested: Trustee job description/evaluation, confirmation of the May and August meeting dates, report from Warren on the Finance committee, and report from Pool on the Planning committee activities.

Staab solicited public comment and there was none.

Staab raised the issue of the Director's performance evaluation. Pool moved and Stauber seconded to move into executive session to conduct the evaluation. Motion unanimously carried. At 6:30 PM, Cheadle and the board went into executive session for the evaluation as per Idaho Statute 67-2345(b).

At 7:35 PM the executive session ended and Staab reconvened the public meeting. Pool moved and Stauber seconded to raise Cheadle's salary by 3% retroactive to January 1, 2009. Motion unanimously carried. Staab asked Cheadle to inform Kampenhout.

Staab adjourned the meeting at 7:36 PM.

AMC
Approved 4/21/09

Next meeting – April 21st at the Potlatch Library at 5:30 PM