

**Latah County Library District
Board of Trustees - Meeting Minutes
April 21, 2009
Potlatch Library**

Attendance: Board – Sylva Staab, Patti Roberts, Loreca Stauber, John Pool; Staff – George Williams, Donna Quiring, 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. Pool noted he may have a decision item for the board after it addresses the May meeting date. Cheadle asked to have Williams put at the top of the agenda as a courtesy.

Staab solicited public comment and there was none.

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

Williams introduced himself as Access Services Manager and asked if board members had any questions regarding his written annual report presented at the March meeting. He briefly reviewed highlights of the report. Staab praised Williams for his work on behalf of the district.

Staab called for the February Treasurer's report since it had not been presented at the March meeting. In Warren's absence, Kampenhout presented the financial report and solicited questions. Roberts moved and Pool seconded to approve the February report. Motion unanimously carried.

Kampenhout presented the March financial report. She confirmed that the report had a different formatting than February's but contained the same layout and information. Roberts moved and Stauber seconded to approve the March report. Motion unanimously carried.

Stauber asked Kampenhout about the status of property tax revenue. Kampenhout shared that she had not yet visited with the auditor's office about their projections. Stauber noted that in light of current economic conditions it might be wise to underspend until we know more about projected revenue.

Staab addressed the March expenditures. Pool moved and Roberts seconded to approve the March expenditures. Motion unanimously carried.

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

Cheadle addressed the March Use and Program statistics as well as the PC Reservation usage report. She noted that this was only the second month of PC Reservation statistics and that their primary value was as a benchmark.

In Warren's absence there was no report from the Finance committee. Cheadle and Kampenhout shared that they had met with Warren to begin discussion of the budget process and presentation.

Staab asked Pool to report on behalf of the Strategic Planning committee. Pool reported that the committee had met on March 18th and was basing further decisions upon staff response to the strategic plan. He noted that a staff meeting was planned on May 5th for the purpose of collecting this input.

Staab called for the report from the Potlatch Branch Supervisor. Quiring presented her annual report and distributed written copies to board members. A copy was also submitted for the record. Staab and Cheadle, as well as other board members, thanked Quiring for her excellent work at the Potlatch library and in branch services.

Staab addressed the issue of the trustee evaluation. Roberts commented that the Idaho Code information was helpful, but that the in-house job description seemed out of date. Cheadle shared that there were board training

resources now available through the WebJunction online resource. She also shared input from a library manager suggesting that the board designate one member to be active on behalf of the library at the city, county and state level. Pool expressed interest in having the board consider what it would take to become a statewide leader in board training and involvement. Staab offered to update the job description and bring the updated version back to the board at the next meeting. Once the revisions are approved, the board will consider how it might use the job description as a tool for evaluation and goal-setting.

Stauber reported on behalf of the committee researching climate control solutions for the Potlatch library. She reported that Mike's Heating and Air Conditioning was scheduled to visit the library with an eye toward submitting a bid for a geothermal heat pump installation. She will contact other vendors as well.

Staab addressed the board social event. Members confirmed the date, time and details. They also confirmed that no business would be conducted at the event.

Staab asked for confirmation of the May and August meeting dates. Pool, as Clerk of the Board, shared that to date only one individual had submitted a Declaration of Candidacy for the two-year trustee position and that no one had declared candidacy for the five-year position. Members discussed the possibility of the LCLD having to conduct an election if a write-in candidate filed paperwork before the May 1st deadline. Pool moved and Roberts seconded that the board pre-approve the actions of the Clerk of the Board in the holding of an election if it should be required, and to authorize funding for the election as necessary to come from the fund balance. Motion unanimously carried. After making this decision, there was consensus that the board would cancel its regularly scheduled May board meeting. Cheadle will publish notice of the cancellation and contact the Juliaetta supervisor about alternate methods or dates for presenting her annual report.

Staab asked for confirmation of the August 18th board meeting date. Pool said that for him the date was no longer an issue and the board confirmed August 18th as the date of the district's budget hearing.

Staab asked and Pool confirmed that he was not a candidate for either of the two open trustee positions. He noted that he did not plan to attend the June board meeting and would like the board to consider the selection of a new chair of the Strategic Planning committee.

Staab raised the question of filling trustee vacancies and the board briefly discussed its options.

Cheadle distributed copies of the current LCLD technology plan. She confirmed that an important purpose of the plan was to support the library's request for e-rate reimbursement and noted that the current plan had been approved by the Idaho Commission for Libraries through June 2010. Stauber moved and Pool seconded to approve the current plan through June 2010. Motion unanimously carried.

Cheadle distributed draft copies of the LCLD annual report for 2007-2008. She invited board to send their comments to her and noted that she would also solicit input on draft from managers and other library staff. Pool noted that it was a good idea to distribute the report widely.

Staab asked for agenda items for the June board meeting. Cheadle referred to the annual board meeting calendar and noted that agenda items already scheduled for June included review of the proposed 2009-2010 budget, installation of new board members, and review of the Board of Trustees bylaws. Staab noted that the trustee evaluation process would continue at the June meeting.

Staab solicited public comment and there was none.

Staab adjourned the meeting at 7:15 PM.

AMC
Approved 6/16/09

Next meeting – June 16th at the Bovill Library at 5:30 PM