

**Latah County Library District
Board of Trustees - Meeting Minutes
June 16, 2009
Bovill Library**

Attendance: Board – Sylva Staab, Loreca Stauber, John Pool; Staff – Paula Winter, Carol Kampenhout; Director – Anne Cheadle. Members of the public: Michael Brown.

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

Staab solicited changes or additions to the agenda and none were suggested.

Staab solicited public comment. Cheadle read a letter recently received from the local Pleiades Club. The letter expressed interest in having the library's portrait of Andrew Carnegie displayed once again in the Moscow library along with a plaque or interpretive panel recognizing the benefactors of this historic building. After discussion, Staab volunteered to work with Cheadle to draft a response on behalf of the board.

Staab administered the oath of office to Michael C. Brown. Brown had been the sole candidate for the two-year trustee vacancy and was thus declared elected by the Clerk of the Board as outlined in Idaho Statute 33-2717. A signed certificate was presented to Brown and a second copy filed with Cheadle. There had been no candidates for the five-year trustee vacancy and Staab declared that position vacant.

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

Staab called for the April Treasurer's report. In Warren's absence, Kampenhout presented the financial report and solicited questions. Kampenhout noted that interest and sales tax revenue were lower than budgeted and that the large property tax payment in July would give a better idea of overall revenue for this fiscal year. She noted that expenditures were staying within budget. In response to a question from Staab about the large deficit noted on the monthly report, Kampenhout noted that was due to the timing of the large property tax payments. Stauber moved and Brown seconded to approve the April report. Motion unanimously carried.

Kampenhout presented the April expenditures. Brown moved and Stauber seconded to approve the April expenditures. Motion unanimously carried.

Kampenhout presented the May financial report and solicited questions. Stauber moved and Brown seconded to approve the May report. Motion unanimously carried.

Kampenhout presented the May expenditures. Brown moved and Stauber seconded to approve the May expenditures. Motion unanimously carried.

Cheadle presented the May and June Director's reports and reviewed some of the highlights. In response to questions from Brown, Cheadle addressed issues related to WIN-Borrow, VALNet consortium membership, and resource sharing.

Cheadle distributed copies of the April and May Use and Program Statistics and noted that electronic copies had also been sent to board members. She pointed out that PC Reservation statistics were now incorporated into the overall report and that PC Reservation year-to-date totals actually just included April and May statistics. She will ask that the totals be better clarified on future reports.

In Warren's absence there was no report from the Finance committee.

Staab asked for the report from the Planning Committee. Pool confirmed that since he was no longer on the board he would be stepping down from chairmanship of the committee.

Staab addressed the current vacancy on the board of trustees. She confirmed that because there were no candidates for the five year position, the vacancy would need to be filled by an appointment. The appointed trustee would serve until the next trustee election. Staab reviewed the procedures for the trustee appointment process that had been developed in 2007. After discussion, board members agreed to follow the existing procedures. Cheadle will advertise the opening as outlined. She was asked to post the announcement on June 17th with a closing date of July 1st. After the closing date, she will circulate the applications to board members and applicants will be interviewed at the next board meeting.

Staab called for the report from the Bovill Branch Supervisor. Winter presented an oral report. Staab and Cheadle, as well as other board members, thanked Winter for her excellent work at the library.

Staab addressed the issue of the trustee evaluation. She reported she had been unable to devote time to the project as yet, but that she would prepare a list of trustee duties that was based on Idaho code. Once that has been done she recommends that the board discuss how it would like to solicit feedback on its performance from the community and from library staff.

Cheadle, Kampenhout and Stauber presented on behalf of the committee researching climate control at the Potlatch library. They reviewed the committee's process and recommended the library purchase a single 5-ton air-to-air heat pump at a cost of approximately \$7,000, using funds from the current year's utilities budget. The heat pump would work in conjunction with the larger of the two propane furnaces now in place and help heat and cool the main library area. No additional funds would need to be appropriated. Cheadle and Kampenhout asked board members to share any concerns they had and none were voiced.

Cheadle distributed copies of the Juliaetta Branch Supervisor's annual report and asked board members to share any questions or concerns they had.

Staab addressed the issue of electing officers. Cheadle and Kampenhout confirmed that Warren had expressed interest in continuing to serve as Treasurer. After discussion, Brown proposed and Stauber seconded the following slate of officers: Staab as President, Stauber as Vice President, Warren as Treasurer and Brown as Clerk. Motion unanimously carried.

Staab called for discussion of the proposed July 2009-June 2010 LCLD holiday closure schedule. Stauber moved and Brown seconded to approve the schedule as presented. Motion unanimously carried.

Staab called for a review of the Board of Trustee by-laws. There was discussion that the by-laws might need to be amended to reflect changes to Idaho election law. Cheadle was asked to contact Idaho Commission for Libraries consultant Jan Wall for her recommendation.

Kampenhout noted that the by-laws called for establishing regular meeting dates and locations for the coming year at the annual meeting. Cheadle shared the current board meeting calendar and it was noted that the Juliaetta branch supervisor had requested to switch her meeting in May with Potlatch's in April. Brown moved and Stauber seconded to approve the board meeting calendar with this request incorporated. Motion unanimously carried. Cheadle noted that the routine agenda items outlined on the meeting calendar could be changed at a later time if needed.

Cheadle and Kampenhout addressed the development of the 2009-2010 budget. They reported that a preliminary budget had been drafted and they would meet with Warren before its presentation at the July board meeting. They asked board members to share any concerns they had and none were raised.

Cheadle distributed information regarding changes to Idaho election and open meeting law that would impact the library. She confirmed she would keep the board informed as more information became available.

Staab asked for presentation of the change in capitalization amount. Kampenhout shared that the library's auditor had suggested increasing the capitalization threshold from \$2,500 to \$5,000. This would mean that only purchases costing more than \$5,000 would need to be depreciated. Stauber moved and Brown seconded to change the capitalization threshold to \$5,000. Motion unanimously carried.

Staab addressed the need for a new chair of the library's Planning committee. Noting the impact of the current trustee vacancy, she volunteered to chair the committee herself. There were no objections and she will serve as chair.

Staab asked for agenda items for the July board meeting. Already on the agenda are 1) the next steps of the trustee appointment process, 2) follow-up regarding any changes to the by-laws and 3) the presentation of the 2009-2010 budget. Staab said she will continue discussion of the trustee evaluation process and will report on behalf of the Planning committee. Cheadle noted she will be out of town at the time of the July meeting, but plans to attend by phone.

Cheadle passed along board training materials to Brown in accordance with the training checklist. Staab asked Brown to contact Cheadle at his convenience regarding further training.

Staab called for public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 7:10 PM.

AMC
Approved 7/21/09

Next meeting – July 21st at the Deary Library at 5:30 PM