

**Latah County Library District
Board of Trustees - Meeting Minutes
July 21, 2009
Deary Library**

Attendance: Board – Sylva Staab, Loreca Stauber, Bill Warren, Mike Brown; Staff – Debbie Fischer, Carol Kampenhout; Director – Anne Cheadle was present by phone. Members of the public: Chris Kowrach, Michele Leavitt, Mary McGregor, Sandy Dalton

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

Staab solicited changes or additions to the agenda. Warren requested to add a report from the Finance committee. In compliance with new open meeting laws, Warren stated his good faith reason for not adding it to the agenda earlier; he had not thought of it. Warren moved and Brown seconded to add the report to the agenda. Motion unanimously carried.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the June meeting minutes. Stauber asked that the minutes include mention of the \$7,000 estimated cost of the heat pump for the Potlatch library. Stauber moved to approve the minutes as amended and Brown seconded. Brown, Stauber, Stauber voted in favor of the motion and Warren abstained, stating he had been absent at the June meeting. The motion carried.

Staab called for the June Treasurer's report. Warren noted that the percent of budget spent was slightly below the percent of the year elapsed and that was good. He noted income was slightly down due to lower interest and sales tax revenue. Kampenhout said she had called a deputy in the Latah County auditor's office who estimated the July tax payment to the library at approximately \$320,000. Stauber moved and Brown seconded to accept the June report. Motion unanimously carried.

Staab asked for a motion to accept the June expenditures. Brown moved and Stauber seconded to accept the June expenditures. Motion unanimously carried.

Staab asked Cheadle if she had comments to add to the July Director's report and Cheadle expressed willingness to address any board questions. There were no questions about the report.

Cheadle confirmed she had e-mailed board members June use and program statistics, but the report was currently incomplete due to staff absences. She noted a complete report will be available prior to the next board meeting.

Warren presented on behalf of the Finance committee. He noted that he; Cheadle and Kampenhout were currently the only members. The committee was discussing what the membership might be and the idea of developing financial policies. After the 2009-2010 budget process is completed, the committee plans to meet again to work on these issues.

Staab presented on behalf of the Planning committee. She noted that as soon as Cheadle is back, the two will meet regarding Planning committee activities. Staab added that summer is a difficult time to gather committee members for a meeting.

Deary Branch Supervisor Debbie Fischer presented her annual report and expressed appreciation to the board members for their service. Staab and Cheadle thanked Fischer for her excellent work for the library.

Staab called for trustee interviews. She outlined the interview process and invited other board members to ask questions also. She introduced trustee candidates Chris Kowrach, Michele Levitt and Mary McGregor. Staab led the interviews and asked candidates questions regarding their background, strengths and motivation for seeking the position. She also asked whether candidates would be interested in running for open trustee positions in the future. After the interviews, Staab thanked the candidates for their interest in serving the library.

Board members set a date for a special meeting to be held solely for the purpose of deliberating on the trustee candidate interviews and making an appointment. The special meeting was set for Friday, July 24th at noon at the Moscow Library. In Cheadle's absence, Kampenhout and Brown were asked to ensure timely and appropriate public notice.

Staab addressed the ongoing issue of trustee evaluation. She asked that the board table the issue until further notice, citing other board priorities.

Staab addressed the issue of reviewing the by-laws. Cheadle reported on a conversation she had with the Idaho Commission for Libraries North Idaho Field Consultant Jan Wall regarding the impact of changes in Idaho election law as discussed at the last board meeting. Wall did not feel changes to Clerk duties were needed: 1) Because changes to election law would not take effect until 2011, and 2) because changes only applied to trustee elections, not other ballot measures the board might opt to hold. Brown suggested to Cheadle that she consider comparing LCLD bylaws with those of other library districts. After discussion, the review was concluded without any changes proposed.

Staab introduced new business and asked Warren and Kampenhout to discuss the 2009-2010 proposed budget. Warren introduced the budget. He explained how some numbers had been developed, through Kampenhout's review of current numbers then conversations with vendors and library staff about estimated increases and decreases. He outlined changes in the budget format, including a new column indicating the percentage change in each budget category and a new page that offered a brief explanation of what contributed to each category. He also explained the purpose of another new page: an attempt to capture all of the library's resources, not just the annual income. Board members discussed this new element. Warren noted he would eventually like to see the cash reserve information included as part of the budget.

Warren thanked Kampenhout for highlighting some of the salient changes to the budget, including a proposed 3% COLA increase, and a 77% decline in interest income. Utilities costs are projected to decrease by 33%, and board travel and sales tax projections also decreased. Kampenhout noted she would move the projected deficit to a carryover item in the budget presented in August. She also clarified that the board votes to approve the overall budget and noted the other worksheets are offered to help explain the budget numbers.

Staab asked board members if they saw items in the overall budget they felt needed to be changed. No changes were noted. She thanked the Finance committee for their work on the budget and asked the committee to decide on the format of the August presentation. Staab thanked Warren for his presentation.

Staab solicited input on the August board meeting agenda. After discussion, board members decided by consensus to remove trustee evaluation from the agenda. They noted a need to swear in the new trustee. Staab offered to do a report on behalf of the Planning committee. Cheadle noted that the Technical Services Manager was scheduled to deliver her annual report in August. After discussion, board members decided to table the scheduled discussion of a retreat until a later meeting. Warren noted he saw no need for a report from the Finance Committee in August.

Staab called for public comment and Dalton welcomed the board to Deary. Board members thanked Dalton for attending.

There was no executive session.

Staab adjourned the meeting at 7:00 PM.

AMC
Approved 8/18/09

Next meeting – August 18th at the Moscow Library at 5:30 PM