

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

Attendance: Board – Sylva Staab, Loreca Stauber, Bill Warren, Mike Brown, Mary McGregor; Staff – Cathy Ensley; Director – Anne Cheadle. Members of the public: Lorena Pope

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

Staab solicited changes or additions to the agenda. No changes were suggested.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the October 20th meeting minutes. Stauber moved and Brown seconded to approve the minutes as written. Motion unanimously carried.

Staab called for the October Treasurer's report. Warren reported that overall he saw nothing that caused him concern. He noted this was the first month of the fiscal year and that the budget shortfall was due to the timing of property tax revenue. Stauber moved and Brown seconded to accept the October report. Motion unanimously carried.

Staab solicited questions on the October expenditures. Warren asked and Cheadle clarified that DEMCO is a library supply company. Brown moved and McGregor seconded to accept the October expenditures. Motion unanimously carried.

Staab asked Cheadle if she had comments to add to the November Director's report and Cheadle reviewed the highlights. She noted that author David Guterson's presentation in Moscow, sponsored by the regional Everybody Reads program, had drawn about 180 attendees and was well-received by the audience. She noted a staff meeting was scheduled for December 8th and would focus on gathering staff input on current library policies for the policy committee. Cheadle also noted she would be working with managers on setting priorities for the next few months in light of her degree coursework.

Cheadle presented the October use and program statistics. She noted she would issue a revised version of the September Use and Program statistics which corrected numbers for PC Reservation.

Brown reported on behalf of the Policy committee. He noted that the committee had met once as a full group to decide on a policy review process. Through discussion, the committee then divided into two work groups. Loreca Stauber, Carol Kampenhout and Teresa Lucas will review personnel policies and those sections of administrative policy listed on the second page of the Administrative Policy Table of Contents (TOC). Mike Brown, Anne Cheadle and Donna Quiring will lead the review of those general administrative policies listed on the first page of the TOC. Brown noted the committee was experimenting with using a wiki as a collaborative tool and that currently the committee intended to make recommendations by consensus. He suggested that the policy review agenda item be removed from the December board meeting agenda and be placed on the January agenda instead.

Youth Services Manager Cathy Ensley distributed copies of her written annual report and reviewed the highlights. Staab and Cheadle thanked Ensley for her creative and highly productive service to the library.

Staab addressed unfinished business and noted that the policy review was currently in committee.

Staab addressed new business and asked Cheadle to discuss the Library District's 2008-2009 annual report draft. Cheadle noted the annual report could not be finalized until the audit report was delivered and approved. She shared her approach to this year's report, which includes reviewing patterns and highlights from monthly Director's reports as well as manager and staff input. Cheadle will add presentation of the annual report to the January meeting agenda.

McGregor addressed the waterwise garden agenda item. She reported she drafted a grant application for submission to Tri-State, but had concerns about garden design and maintenance that arose through conversations with Kampenhout and local gardening experts. After discussion, the board thanked McGregor for her work on the project. McGregor will share board comments with Kampenhout.

Staab solicited input on the December board meeting agenda. She confirmed the annual audit report would be presented. Cheadle noted the agenda will also include a report from the Adult Services Manager. At this time there were no plans for committee reports.

Staab solicited public comment and Pope had questions about Everybody Reads program planning. Cheadle responded and also noted Everybody Reads is a regional project led by public librarians in Clarkston and Lewiston.

There was no executive session.

Staab adjourned the meeting at 6:42 PM.

AMC
Approved 12/15/09

Next meeting – December 15th at the Moscow Library at 5:30 PM