

**Latah County Library District
Board of Trustees - Meeting Minutes
December 15, 2009
Moscow Library**

Attendance: Board – Sylva Staab, Bill Warren, Mary McGregor, Loreca Stauber was present via speaker phone; Staff – Chris Sokol, Carol Kampenhout; Director – Anne Cheadle. Guest – Cade Konen. No members of the public were present.

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

Staab solicited changes or additions to the agenda. By consensus it was agreed the audit report would move up in the agenda out of courtesy to guest Konen.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the November 17th meeting minutes. McGregor moved and Warren seconded to approve the minutes as written. Motion unanimously carried.

Staab called for the November Treasurer's report. Warren reported that everything looked fine. He noted the budget was on target and the deficit was normal due to the timing of property tax revenue. McGregor moved and Staab seconded to accept the November report. Motion unanimously carried.

Staab solicited questions on the November expenditures. Warren moved and McGregor seconded to accept the November expenditures. Motion unanimously carried. Kampenhout reported that the auditor had suggested the total amount of the monthly expenditures be included in the minutes and Cheadle will incorporate that total as reported by Kampenhout. The November expenditures were \$92,128.30 including payroll.

Staab asked Cheadle if she had comments to add to the December Director's report and Cheadle reviewed the highlights. She also reported that over the past weekend both the Deary and Potlatch libraries had been burgled through non-forcible entry. In both libraries only cash had been stolen and no other damage had been noted. Total stolen cash was estimated at less than \$100. In both cases an unlocked window appeared to be how the burglar(s) gained access. Cheadle also noted that she and managers would follow news of the change in Neill Library hours and service.

Cheadle presented the November use and program statistics and noted that board members had been sent the final 2008-2009 use and program numbers. She reported that circulation figures continue to climb.

Auditor Cade Konen presented the 2008-2009 audit report on behalf of Hayden & Ross, PA. Konen briefly outlined the audit process and purpose and then discussed specifics of this year's report. Konen solicited questions from the trustees and Board Treasurer Warren thanked Konen for his time answering questions in an earlier one-on-one meeting. Staab and McGregor thanked Konen for his well-organized and helpful presentation.

Staab solicited questions on the audit. McGregor moved and Warren seconded to accept the audit report. Motion unanimously carried. Konen will send an electronic copy of the report to Kampenhout.

Adult Services Manager Chris Sokol presented her annual report. She distributed copies of her written report and reviewed the highlights. Staab noted that Sokol's long service and commitment to the library were much appreciated. McGregor, Warren and Cheadle also thanked Sokol for her outstanding work. After a question from Stauber, there was discussion of specific ways Adult Services could work with others in the community on aiding returning veterans.

Staab asked Cheadle to begin discussion of the Technology Plan. Cheadle noted that an approved and current Technology Plan was necessary in order for the library to apply for federal e-rate reimbursement. After discussion, it

was agreed that Staab and Cheadle would review the current plan on behalf of the Planning committee and at the January meeting bring back a recommendation on how to proceed.

Stauber asked if it had been decided whether the Planning committee could have three trustees serving as members. Cheadle noted that Brown had thoughts on this subject and suggested the discussion be held at a meeting at which Brown was present.

Staab solicited input on the January board meeting agenda. She confirmed the 2008-2009 annual report would be presented. Cheadle noted the agenda will also include a report from the Outreach Services Manager. At this time there were no plans for committee reports, but Cheadle will check with Brown to confirm regarding the Policy committee. Warren and McGregor both reported they will be out of town at the time of the meeting; McGregor would be available to participate by phone.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 6:29 PM.

AMC
Approved 2/16/10

Next meeting – January 19th at the Moscow Library at 5:30 PM