

**Latah County Library District
Board of Trustees - Meeting Minutes
February 16, 2010
Moscow Library**

Attendance: Board – Sylva Staab, Loreca Stauber, Bill Warren, Mike Brown, Mary McGregor; Staff – Carol Kampenhout; Director – Anne Cheadle. 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 and there were none.

Staab solicited public comment and there was none.

Staab solicited additions or corrections to the December 15th meeting minutes. Brown noted the minutes solicited his input on a discussion item and he offered it, expressing conceptual concerns regarding three board members serving on the same board committee. Brown moved and Stauber seconded to approve the minutes as written. Motion unanimously carried.

Staab called for the Treasurer's report. Warren reviewed the highlights of the financial reports and indicated he saw no red flags in either the January or December numbers. Stauber moved and McGregor seconded to accept the December report. Motion unanimously carried.

Staab solicited questions on the December expenditures. Brown moved and McGregor seconded to accept the December expenditures of \$89,162.38. Motion unanimously carried. Brown moved and McGregor seconded to accept the January Treasurer's report. Motion unanimously carried. Stauber moved and Brown seconded to accept the January expenditures of \$73,097.23. Motion unanimously carried.

Staab asked Cheadle to present the January and February Director's report and Cheadle reviewed the highlights. She also reported it was just confirmed the Deary Library would be closed March 12th-18th for painting, re-carpeting and installation of new shelves. She invited board members to attend the Friends of the Moscow Library booksale at the Fairgrounds on March 5th-6th and outlined a new approach to staff performance evaluations that aligns with proposed changes to the personnel policy.

Cheadle distributed copies of the December use statistics and noted that both December and January use statistics would be sent out by e-mail when the January report was finalized. She noted that circulation continues to climb.

Staab reported on behalf of the Planning committee. She noted the full committee has not met, but Cheadle drafted and Staab approved a tentative project proposal that would focus Cheadle's final assignment in the MLIS degree program on the LCLD strategic plan. Cheadle distributed copies of the tentative proposal and noted a final proposal is due within the month. Staab pointed out that she herself will leave the board when her term ends in June and solicited a new chair for the Planning committee. After discussion, Warren and McGregor agreed to serve as co-chairs. Cheadle will confirm logistics of her project supervision before the next board meeting.

Staab reported on the progress of the Technology Plan review. She and Cheadle have met and will form a library workgroup to review the plan. The workgroup will include Staab, Cheadle, Kampenhout and Access Services Manager George Williams. Staab will report on progress at the March or April meeting.

Business Manager Carol Kampenhout presented her annual report. She distributed copies of her written report and briefly reviewed the highlights. Staab and Cheadle thanked Kampenhout for her outstanding service to the library.

Brown presented the proposed changes to the LCLD Administrative and Personnel Policies. The original policies as well as the proposed revisions are available via a library wiki and both staff and board members have been invited to review the revisions and post their comments.

After discussion, it was decided by consensus that the Policy committee would not need to reconvene and that Cheadle would work with Brown on presenting the proposed changes to the public. The suggestion is to make the proposed changes available in PDF format through a link on the library website.

Staab addressed new business. Cheadle distributed draft copies of the 2008-2009 LCLD annual report and invited board members to send her any comments they had.

Staab addressed the issue of a trustee evaluation. After discussion, it was decided by consensus that this was not a priority at this time.

Staab solicited input on the March board meeting agenda and noted there would be a second reading of the proposed policy revisions. Cheadle pointed out that the annual agenda allows the board to reschedule the meeting if it falls within the University of Idaho's Spring Break as this one does. After discussion, board members decided to leave the meeting date as is.

Cheadle noted the March agenda includes a report from the Access Services Manager. At this time there were no plans for committee reports.

Staab addressed the issue of the Director evaluation. She offered to coordinate the evaluation and will solicit input from library staff and board members. Cheadle will contribute a self-evaluation by March 1st. After discussion, Staab proposed and it was agreed that the evaluation itself take place at the April meeting due to the full March meeting agenda.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 7:22 PM.

AMC
Approved 3/16/10

Next meeting – March 16th at the Moscow Library at 5:30 PM