

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

Attendance: Board – Sylva Staab, Loreca Stauber, Bill Warren, Mike Brown, Mary McGregor; Staff – George Williams, 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 February 16<sup>th</sup> meeting minutes. Stauber moved and Brown seconded to accept the minutes as written. Motion unanimously carried.

Staab called for the Treasurer's report. Warren reviewed the highlights of the financial report and indicated the library finances were doing fine. McGregor moved and Brown seconded to accept the February report. Motion unanimously carried.

Staab solicited questions on the February expenditures. Brown moved and McGregor seconded to accept the February expenditures of \$79,110.35. Motion unanimously carried.

Staab asked Cheadle to present the March Director's report and Cheadle reviewed the highlights. She noted that her written self-evaluation for board members would be completed April 1<sup>st</sup> in order to allow input from staff evaluation conferences to be incorporated. She invited board members to visit the Deary library after it reopens on March 22<sup>nd</sup>. Cheadle and Stauber elaborated briefly on the LCLD discussion with the Genesee City Council. Cheadle also presented the February use statistics.

Access Services Manager George Williams presented his annual report. He distributed copies of his written report and reviewed the highlights. Following questions from board members, Staab and others thanked Williams for his outstanding work for the library.

Brown presented the proposed changes to the LCLD Personnel and Administrative Policies for a second reading. Cheadle confirmed that the revisions to the Patron Conduct Code and Internet Use policy had been made available on the library district's website for public review and that no public comment had been received. The board agreed on additional minor changes to the proposed policies; board members also agreed they saw no need for a third reading. Stauber moved and McGregor seconded to accept the proposed Personnel policies as corrected. Motion unanimously carried. Warren moved and Stauber seconded to accept the proposed Administrative policies as corrected. Motion unanimously carried. Cheadle will work with Brown to ensure the revisions and corrections are incorporated and then made available.

Cheadle distributed copies of her final Organizational Consulting Project proposal. She confirmed that her MLIS instructor had approved the project as submitted. Cheadle asked for clarification regarding the use of work time to complete the consulting project. McGregor proposed and other board members agreed that the project was of significant enough value to the library to justify the use of work time as needed. Project completion is set for August 2<sup>nd</sup> and McGregor and Warren will both serve as client representatives.

Brown and Cheadle addressed the status of the trustee election process. They confirmed that currently only one Declaration of Candidacy has been received while two positions are open. After discussion, Brown offered to write a note soliciting additional trustee candidates. He will send the note to Cheadle and Cheadle will forward it to all branch supervisors for distribution to their Friends groups.

Staab solicited input on the April board meeting agenda. She noted she would be able to attend the April and June meetings, but not the one in May. Cheadle confirmed that review of the Technology Plan and the Director's performance evaluation were scheduled for the April meeting. Cheadle also noted that Juliaetta Branch Supervisor Jan Welles, who will retire April 30<sup>th</sup>, would give her final annual report at the April meeting. At this time there were no plans for committee reports.

Staab solicited public comment and there was none.

There was no executive session.

Staab adjourned the meeting at 7:12 PM.

AMC  
Approved 4/20/10

**Next meeting – April 20<sup>th</sup> at the Juliaetta Library at 5:30 PM**