

Latah County Library District
Board of Trustees - Meeting Minutes
April 20, 2010
Juliaetta Library

Attendance: Board – Sylva Staab, Loreca Stauber, Bill Warren, Mike Brown; Staff – Jan Welles; Director – Anne Cheadle. Members of the public: Caroline (Carrie) Bitterwolf, Tom Bitterwolf, Bob Hassoldt (arrived at 5:45)

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. Caroline Bitterwolf introduced herself as a trustee candidate. She distributed an information sheet summarizing her background as well as bookmarks she created to promote the Latah County libraries. Staab thanked Bitterwolf for her interest in serving as a trustee.

Staab solicited additions or corrections to the March 16th 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 continued to look fine. Brown moved and Stauber seconded to accept the March report. Motion unanimously carried.

Staab solicited questions on the March expenditures. Stauber moved and Brown seconded to accept the March expenditures of \$81,715.57. Motion unanimously carried.

Staab asked Cheadle to present the April Director's report and Cheadle reviewed the highlights. She added that she had received word of the death of longtime Troy Library supporter and benefactor, Violet Whittaker. Staab offered to write the family on behalf of the library. Cheadle noted that the monthly Director's report is posted to the library website in advance of the monthly board meeting. Cheadle also presented the March use statistics and observed that once again overall monthly circulation increased compared to the previous year's figure.

Brown presented on behalf of the Policy committee. He distributed copies of a proposed change to the LCLD leave without pay section of the Personnel Policy. He noted that the revision approved by the board at the March meeting had been intended to clarify not change reimbursement policy and suggested new language to make that more apparent. After discussion, Stauber moved and Brown seconded to accept the revision as written. Stauber, Brown and Staab voted in favor; Warren opposed. The motion carried. Cheadle confirmed she would post the approved policies on the library website and review them with staff at the April 27th staff meeting.

Juliaetta Branch Supervisor Jan Welles presented her annual report and thanked board members for their work on behalf of the library. She distributed copies of her written report and briefly reviewed the highlights. Staab congratulated Welles on her upcoming retirement and thanked her for over 22 years of dedicated service to the Juliaetta library and community. Cheadle added that Welles had distinguished herself for her leadership, for her initiative in presenting usage statistics effectively to help demonstrate the library's value to the community, and for the strength of the partnership she developed between the library and the local elementary school.

Cheadle and Brown addressed the trustee election update. Cheadle confirmed that Declarations of Candidacy for the full 5-year term trustee position had been received from Caroline M. Bitterwolf and Bob Hassoldt. She also confirmed that current trustee Mary McGregor was the only person to declare candidacy for the partial term of 4 years that will expire in 2015 due to operation of law. She noted the deadline for write-in candidates is April 30th. Cheadle distributed a draft copy of a Trustee Candidate Statement form and noted this had been used in a previous election period to collect candidate information for posting on the library website. By consensus board members approved using this same form and forum for the current election and wanted to extend this courtesy to all candidates, including any write-ins. Cheadle confirmed she would e-mail all candidates the statement form and ensure information was made available on the website.

Staab presented the proposed Technology Plan and Cheadle distributed copies. Staab confirmed the plan had been drafted by the workgroup consisting of herself, Business Manager Kampenhout, Access Services Manager Williams and Cheadle. She noted the existing plan had been modified to include who or which group was responsible for a particular activity and language had been added to elaborate on current LCLD technology resources for patrons. Cheadle added that when the strategic plan is revised later this year it would likely drive corresponding revisions to the technology plan. Brown moved and Warren seconded to accept the Technology Plan as written. Motion unanimously carried.

Staab called for confirmation of the date of the August public budget hearing. By consensus the board confirmed the public budget hearing would take place at 5:30 PM on August 17th at the Moscow Library.

Staab solicited input on the May board meeting agenda. She noted she would not be able to attend the meeting and Stauber confirmed she would lead it in Staab's absence. Cheadle confirmed the annual meeting schedule called for the trustee election to be on the May agenda for discussion and added that Kampenhout may have information to share regarding life insurance as a possible new staff benefit.

Staab solicited public comment. Hassoldt asked how reimbursement was handled for insurance premiums related to leave without pay periods and Cheadle said that currently it was negotiated between the employee and the Business Manager. Caroline Bitterwolf complimented the board on a well-organized meeting. Tom Bitterwolf shared his experience working in libraries and commented on how far libraries have progressed over the years.

Staab addressed the Director's performance evaluation and suggested the board enter executive session. By consensus the board agreed to enter executive session for the evaluation as per Idaho Statute 67-2345(b) and the session began at 6:25 PM. At 6:53 PM the session ended, then briefly reconvened at 6:54 PM. At 7:00 PM the executive session ended and Staab reconvened the public meeting.

Staab adjourned the meeting at 7:00 PM.

AMC
Approved 5/18/10

Next meeting – May 18th at the Potlatch Library at 5:30 PM