

**Latah County Library District  
Board of Trustees - Meeting Minutes  
July 20, 2010  
Deary Library**

Attendance: Board –Loreca Stauber, Bill Warren, Mike Brown, Carrie Bitterwolf, Mary McGregor (attended part of the meeting by phone); Staff – Debbie Fischer, Carol Kampenhout; Director – Anne Cheadle. No members of the public were present.

Stauber called the meeting to order at 5:31 PM. An unsuccessful attempt was made to contact McGregor by phone.

Stauber solicited changes or additions to the agenda and there were none. Warren noted the agenda was a long one and requested brevity.

Stauber solicited public comment and there was none.

Stauber solicited questions on the June 15<sup>th</sup> meeting minutes. Bitterwolf moved and Warren seconded to accept the minutes as written. Motion unanimously carried.

Stauber called for the Treasurer's report. Warren reviewed the highlights of the June financial report and observed that the revenue was down due to the timing of the property tax payment. He noted that the library expenditures were on track. Warren asked Kampenhout what the expenses in the discretionary category had been and Kampenhout said that five new staff computers had been purchased. Brown moved and Bitterwolf seconded to accept the June financial report. Motion unanimously carried.

McGregor joined the meeting by phone and explained that technical problems had caused the delay.

Stauber solicited questions on the June expenditures. Warren moved and Brown seconded to accept the June expenditures of \$83,334.61. Motion unanimously carried.

Stauber asked Cheadle to present the July Director's report and Cheadle reviewed the highlights. McGregor commented that she appreciated that authorship of the library column in the newspaper rotated among different staff and outside contributors. Brown relayed a suggestion that the Board coordinate a social event for the seven Friends of the Library groups active in Latah County.

Cheadle presented the June use statistics. She noted there had been an unusual decline in overall circulation comparing June 2009 to June 2010 and said she and library staff were tracking that. She also pointed out the increase in interlibrary loan lending and noted that was a result of an experimental change in loan procedure.

Stauber confirmed there was only one committee report and asked Warren to report on behalf of the Finance Committee. Warren presented a chart that reflected the LCLD annual spending trend and the cash reserve of approximately \$200,000 that had not been needed for the purpose of covering expenses between large property tax payments. He said he and the Finance Committee would look at that reserve in the next month and planned to bring more information and a recommendation back to the board at the August meeting. Stauber noted this was timely as the library embarks on its strategic planning process.

Deary Branch Supervisor Debbie Fischer presented her annual report. She distributed copies of her written report and reviewed it with the board. Stauber thanked Fischer for her presentation and service to the library. Cheadle thanked Fischer and reiterated how glad the library was to have her back after several months of absence.

McGregor noted that her phone reception was extremely poor and ended her call.

Stauber addressed the review of the board bylaws. Brown distributed copies of the bylaws with his comments and proposed amendments. Brown suggested that a Policy committee be formed to conduct the review as is outlined in the current bylaws. Stauber solicited volunteers and Brown, Bitterwolf and Cheadle volunteered for the Policy

Committee. Stauber asked and Brown agreed that he would chair the committee. Stauber confirmed the sole charge of this committee is to conduct the bylaws review and suggested that a report be tentatively scheduled on the August meeting agenda.

Brown made a general comment about the bylaws. He noted that annual evaluation of the director was the responsibility of the board's Personnel Committee. After discussion, it was agreed that the board as a whole would serve as the Personnel Committee.

Stauber called for presentation of the draft budget for 2010-2011 and Warren presented the draft. There was lengthy discussion of the budget. Stauber asked that board members direct any remaining questions by e-mail to Warren as chair of the Finance Committee and he would forward them to Cheadle and Kampenhout as needed.

Stauber solicited input on the August board meeting agenda. Cheadle confirmed the meeting would be held at the Moscow library and would include a public hearing on the 2010-2011 budget. She noted that the Technical Services Manager would be on the agenda to present her annual report. Board members confirmed that they would like to include a report by the Policy Committee and a meeting of the Personnel Committee.

Stauber solicited public comment and there was none.

Stauber adjourned the meeting at 7:03 PM.

AMC  
Approved 8/17/10

**Next meeting – August 17<sup>th</sup> at the Moscow Library at 5:30 PM**