

**Latah County Library District
Board of Trustees - Meeting Minutes
August 17, 2010
Moscow Library**

Attendance: Board – Loreca Stauber, Mike Brown, Bill Warren, Carrie Bitterwolf, Mary McGregor; Staff – Jeannie Haag, Cathy Ensley, Chris Sokol, Carol Kampenhout; Director – Anne Cheadle. No members of the public were present.

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

Stauber solicited changes or additions to the agenda. McGregor requested to add a brief update on the Waterwise Demonstration Garden so that she could share new information. The board unanimously approved the addition.

Stauber solicited public comment and there was none. Stauber welcomed library staff member Ensley.

Stauber solicited questions on the July 20th meeting minutes. McGregor commented that she had found it impossible to participate in the meeting by phone due to the limitations of the cell phone and phone technology. McGregor moved and Bitterwolf seconded to accept the minutes as written. Motion unanimously carried.

Stauber called for the Treasurer's report. Warren reviewed the highlights of the July financial report and observed that finances looked good. He noted that revenue was ahead due to the July property tax payment of \$347,109. Cheadle confirmed that the bookdrop vandal had declared his intention to reimburse the library for the expenses incurred as a result of the bookdrop fire. Brown moved and McGregor seconded to accept the July financial report. Motion unanimously carried.

Stauber solicited questions on the July expenditures. Warren noted he saw no cause for concern with the expenditures. McGregor moved and Brown seconded to accept the July expenditures of \$81,013.56. Motion unanimously carried.

Stauber asked Cheadle to present the August Director's report and Cheadle reviewed the highlights. She thanked board members for their support upon hearing she had completed the Executive MLIS degree program in early August. She presented copies of her final project regarding a strategic planning process for the Library District and offered to share it with board members electronically or in hard copy. McGregor noted that she had reviewed the document and recommends that the Planning Committee begin its process soon. Warren requested and received a printed copy of the report. Cheadle updated the board on discussions between the CIN and VALNet consortia regarding their relationship with the Washington-Idaho Network (WIN). McGregor asked about plans for an air conditioner at the Deary library and there was brief discussion of the funding partnership between the library, the local Friends group and the city. Cheadle solicited further questions on the report and there were none.

Cheadle presented the July use statistics. She noted that the steady increase in circulation continues, as it has since 2006 when the library joined the VALNet consortium. She pointed out the surge in website traffic and provided some background information from the library's technical support provider. She noted the continuing rise in interlibrary loan lending due to new procedures. Cheadle solicited questions on the statistics and there were none.

Stauber confirmed there were two committee reports and asked Warren to report first on behalf of the Finance Committee. Warren reported that he had received extensive comments from board members regarding the proposed 2010-2011 budget and had met with Cheadle, Brown and Kampenhout on August 11th to discuss incorporating the feedback into a revised budget. He noted he had also drafted language regarding the \$200K cash surplus. Warren noted that the legal notice for the budget hearing had already been sent to press at the time of the meeting and Cheadle had investigated what process the library would need to follow to revise the proposed budget. Warren said that in compliance with the recommendations Cheadle had received, he would share the feedback he had gotten from board members Bitterwolf and Brown and the proposed revisions to the published budget after Cheadle presented the budget later in the meeting.

Stauber asked Brown to present on behalf of the Policy Committee. Brown reported that the Policy Committee, consisting of himself, Bitterwolf and Cheadle, had met on August 13th to conduct a review of the board bylaws. Brown said he had presented proposed revisions to the bylaws with an eye toward bringing them more into compliance with current state code. He noted he had also incorporated recommendations from the Idaho Commission for Libraries. Brown stated he had not yet made suggestions in writing to address the standing committee structure created in the bylaws, but would like to contact current committee chairs and begin a process to strengthen and better define those committees. Finally he reminded board members of the need to send bylaws amendments out ten days prior to voting on them. Stauber encouraged public and staff representation on the committees and suggested the board chair not be considered an ex officio member of standing committees. After discussion, Brown was encouraged to proceed with all due speed with the bylaws revision.

Technical Services Manager Jeannie Haag presented her annual report. She distributed copies of her written report and reviewed it with the board. Stauber and Cheadle both thanked Haag for her report and service.

Adult Services Manager Sokol arrived at 6:15.

Stauber addressed unfinished business and asked McGregor for an update on the Waterwise Demonstration Garden project. McGregor reported that the work group had been ready to break ground but then decided to step back and consider more than one discrete area of the library grounds. She noted two Friends of the Moscow library were now work group members, as was the project landscaper, and that one of the owners of local business Living in the Garden had also agreed to offer input on the project. McGregor added that the group was now looking at structural problems with the library steps and landings.

Stauber asked Kampenhout to address the issue of creating new banking accounts for the library. Kampenhout reviewed the information supporting a transfer of the library's funds to Zions Bank in order to earn a higher interest rate and to simplify transfers. Bitterwolf moved and McGregor seconded to accept her report and actions creating new accounts at Zions Bank. Motion unanimously carried.

Stauber asked Cheadle to address the issue of distribution of her organizational consulting project report to other students at the School of Library and Information Science at San José State University. McGregor moved and Brown seconded to approve distribution of the report. Motion unanimously carried.

Stauber addressed the issue of the proposed 2010-2011 budget and asked Cheadle to present the proposed budget. Cheadle thanked Warren for presenting the budget in July and outlined their plan for the current presentation and discussion. Cheadle distributed the district's current strategic plan and briefly reviewed the published budget. After discussion of various budget elements, Brown moved and Bitterwolf seconded to consider expenditure categories first. Motion unanimously carried.

There was extensive discussion of the salary and benefits category. As part of the discussion, Cheadle shared the opinion of library attorney Jack Porter that if at this point the board voted to make significant revisions to the published budget he recommended publishing the revised budget with a note regarding changes and then holding a follow-up public hearing.

After extensive discussion, Brown moved and Bitterwolf seconded a motion in two parts: First, to strike the proposed 3% staff COLA from the budget and second, to resolve that it is the sense of the board to address compensation for staff with all due haste and, if by the end of 2010 it has not been addressed, the board will consider other options up to and including a bonus. Brown requested a roll call vote. Brown, Bitterwolf and Warren voted in favor, McGregor and Stauber voted against. Motion carried.

Brown moved and Bitterwolf seconded to remove the proposed term life insurance policy staff benefit costing \$2,850 from the budget. Stauber requested a roll call vote. Brown and Bitterwolf voted in favor, Warren, McGregor and Stauber voted against. Motion failed.

Brown moved and Warren seconded another motion in two parts: First, to strike the estimated salary increase for the director and second, to resolve that it is the sense of the board that the board's Personnel committee will deal with this issue with all due haste. Brown, Warren, and Bitterwolf voted in favor, Stauber and McGregor abstained with the permission of the board. Motion carried.

Stauber solicited other motions in the area of salary and benefits and there were none. Stauber solicited further changes to the proposed budget.

After discussion, Brown moved and Bitterwolf seconded to create a capital assets replacement and repair fund as described in Idaho statute 33-2724 and to move whatever money is not necessary to keep the library operating on a cash basis into that fund. Following further discussion, Brown withdrew his original motion and moved instead that the board remove the capital expenditures line from the budget. Bitterwolf seconded the motion. There was brief discussion and Brown amended his motion to include increasing the discretionary expenditures line by \$10,000. Motion failed for lack of a second.

Stauber solicited further discussion on expenditures. Kampenhout noted that she had not included the contracted 20% repayment to Cheadle toward her share of her MLIS degree program expenditures. Kampenhout estimated the 2010-2011 amount of that repayment to be \$2,900. Board members agreed by consensus that the board could vote at a future date to take that money out of library reserves.

Stauber solicited further changes to the budget. Brown moved and Bitterwolf seconded that the board increase the amount of property tax levied against the taxpayers of Latah County only by the amount necessary, if any, to eliminate the cash reduction to the fund balance. Stauber requested a roll call vote. Brown, Bitterwolf, and Warren voted in favor, Stauber and McGregor voted against. Motion carried.

Stauber reviewed the changes that had been made. Cheadle asked for clarification on the language to accompany the revised budget. Warren moved that the language he proposed regarding the \$200K cash surplus be included as a footnote with the published budget. Brown requested and Stauber approved a brief recess.

After the recess Warren repeated his motion and it failed for lack of a second. Brown moved and Bitterwolf seconded that the budget reflect there is a specified amount of cash above and beyond the carryover. After discussion, Brown requested to change his motion and moved instead that the board append the paragraph drafted by Warren to the budget sheet. McGregor seconded. Motion unanimously carried.

Stauber reviewed the changes to the budget. Warren moved and McGregor seconded to reconsider the motion of not levying the full 3% budget increase as allowed by law and the motion was reconsidered. After debate, Stauber called for a vote on the motion to reverse the earlier decision and levy the full 3% budget increase allowed by law. Warren, McGregor and Stauber voted in favor, Brown and Bitterwolf voted against. Motion carried.

Bitterwolf moved and Brown seconded that the library establish a capital assets replacement and repair fund. After discussion, Stauber called for a vote. Motion unanimously carried. Board members expressed the intention of conferring with the District's auditor for further information on how to track and report on this fund.

Bitterwolf moved and McGregor seconded to accept the revisions to the budget and publish it as revised. Cheadle sought clarification on the narrative to accompany the revised budget and confirmed that the language regarding the \$200K would be included in the legal notice. Four board members voted in favor of the motion and Brown abstained. Motion carried.

Board members discussed follow-up meeting dates and agreed to hold the second public budget hearing at 10:00 AM on Wednesday, August 25th at the Moscow library. McGregor asked that the board consider setting up additional meeting dates in order to address the salary and planning issues and Cheadle suggested adding a presentation by the Planning Committee to the Wednesday meeting agenda. Board members also agreed to add discussion of the September board meeting agenda to the August 25th meeting agenda.

There was no public comment or executive session.

Stauber adjourned the meeting at 9:15 PM.

AMC
Approved 9/21/20

Next meeting – August 25th at the Moscow Library at 10:00 AM