

**Latah County Library District
Board of Trustees - Meeting Minutes
September 21, 2010
Troy Library**

Attendance: Board – Loreca Stauber, Mike Brown, Bill Warren, Carrie Bitterwolf, Mary McGregor; Staff – Margie Fitzmorris, 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 and there were none.

Stauber solicited public comment and there was none.

Stauber solicited questions on the August 17th meeting minutes and Warren confirmed the wording of one of the budget motions. Bitterwolf moved and McGregor seconded to approve the minutes as written. Motion unanimously carried.

Stauber solicited questions on the August 25th meeting minutes. Bitterwolf moved and McGregor seconded to approve the minutes as written. Motion unanimously carried.

Stauber called for the Treasurer's report. Warren reviewed the highlights of the August financial report and observed that finances looked fine. He noted that bookdrop vandal had reimbursed the library in full for the July 4th fire. Brown moved and Bitterwolf seconded to accept the Treasurer's report and approve the August expenditures of \$75,896.03. Motion unanimously carried.

Stauber asked Cheadle to present the September Director's report and Cheadle reviewed the highlights. She discussed the Broadband Opportunity Technology Program grant in more depth and offered to provide additional written information to board members at their request. She noted that several staff members planned to attend the upcoming statewide Idaho Library Association in Post Falls. Cheadle solicited questions on the report and there were none.

Cheadle presented the August use statistics. She solicited questions on the statistics and there were none.

Stauber confirmed there were committee reports from the Planning, Policy and Compensation Committees and asked McGregor to report first on behalf of the Planning Committee. McGregor distributed information about the activities of the committee leadership to date, which included some names of potential members from the Latah County community. Brown moved and McGregor seconded that the board accept whoever the committee leadership can confirm for participation on the Planning Committee. Motion unanimously carried.

Brown reported on behalf of the Policy Committee in their special assignment to review the board bylaws. He distributed information on the standing committees created in the bylaws which included current language as well as relevant sections of the Idaho code relating to trustee responsibilities. He said he will contact current committee chairs for their input regarding the committee purpose, membership and duties and hopes to schedule a meeting of the Policy Committee in the next few weeks.

Bitterwolf reported on behalf of the Compensation Committee. She reported that other members of the committee currently include Warren, Cheadle, and library staff members Debbie Fischer, Connie Anderson-Chalker, and George Williams. She said the committee is collecting job description and salary information from five neighboring libraries. She reported that she and Warren offered to review the salary information, while Williams and Fischer volunteered to review the job descriptions. McGregor asked whether the committee might address the question of reimbursement for travel time for substitutes and Bitterwolf indicated that was not part of the committee's current purview. Bitterwolf addressed the question of the committee's target dates and said it aimed to have summaries at the least by mid-October.

Troy Branch Supervisor Margie Fitzmorris presented her annual report. She distributed copies of her written report and reviewed it with the board. Stauber, McGregor, Brown and Cheadle thanked Fitzmorris for her report and her excellent service to the Troy community.

Stauber addressed unfinished business and called on board members to finalize plans for the board retreat scheduled for mid-October. After discussion, the board agreed by consensus to change the event from a retreat to a board meeting and confirmed that it would be a business meeting and fully open to the public. The board agreed that the meeting would be held on November 16th at 10:00 AM at the Latah County Fairgrounds in a reserved meeting area. They also agreed that this meeting would take the place of the regularly scheduled board meeting that same day. Stauber said she would reserve the meeting room from 9:30 AM until late afternoon to allow for ample time for discussion. Board members agreed that the agenda would include only essential items of routine business and focus on reports from the Planning, Policy and Compensation Committees.

Stauber addressed new business. She noted that the annual calendar called for the board to begin its annual review of administrative and personnel policies. After discussion, board members agreed that the current three-member policy committee would aim to complete its review of board bylaws by the October board meeting, then at the same meeting present a roster of candidates for a full committee that included library staff members and members of the public.

Stauber addressed the convening of the Personnel Committee, consisting of all board members. The board convened the Personnel Committee meeting and by consensus agreed to enter executive session citing Idaho code sections 67-2345(b) and (c). It entered executive session at 7:07 PM.

The meeting was adjourned at 7:28 PM.

AMC
Approved 10/19/10

Next meeting – October 19th at the Genesee Library at 5:30 PM