

**Latah County Library District
Board of Trustees - Meeting Minutes
November 16, 2010
Latah County Fairgrounds**

Attendance: Board – Loreca Stauber, Mike Brown, Bill Warren, Carrie Bitterwolf, Mary McGregor; Director – Anne Cheadle. No members of the public were present.

Stauber called the meeting to order at 10:03 AM.

Stauber solicited changes or additions to the agenda and Bitterwolf asked to inform the board of an upcoming deadline regarding district elections. Stauber and board members invited her to address the issue immediately and Bitterwolf announced that November 30th was the deadline for informing the County Clerk's office of any 2011 elections the Library District planned to hold. By consensus the board agreed the trustee election scheduled for May was the only one needed and Bitterwolf confirmed she would submit the proper notification.

Brown asked to add to the agenda the issue of changing the start time of upcoming board meetings, noting he had just thought of the idea that morning as a result of weather conditions. The board agreed by consensus to add this item to new business.

Stauber solicited public comment and there was none.

Stauber solicited questions on the October 19th meeting minutes. Bitterwolf moved and Brown seconded to approve the minutes as written. Motion unanimously carried.

Stauber called for the Treasurer's report. Warren noted there would be no Treasurer's report this month due to the extra work placed on the Business Manager by audit preparations. He noted the October report would be presented at the December board meeting.

Warren presented the October expenditures and noted he had no concerns. McGregor moved and Bitterwolf seconded to approve the October expenditures. Motion unanimously carried.

Stauber asked Cheadle to present the November Director's report and Cheadle reviewed the highlights. She discussed the current state of the VALNet/WIN relationship and the Broadband Technology Opportunities Program grant. She also discussed the Library Foundation activities and reported on recent library programs. Cheadle solicited questions on the Director's report and there were none.

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

Cheadle distributed written copies of the annual report prepared by the Youth Services Manager Cathy Ensley. Stauber and board members asked that Cheadle thank Ensley for her report and her service to the library.

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 reported that the first meeting of the full planning committee would be held on November 17th. She briefly described the process she and Warren have developed and its progress to date. They anticipate having the data collected and analyzed by March and a draft document prepared by April. There was discussion of committee member recruitment and the possibility of a virtual committee meeting in January. Stauber thanked McGregor and Warren for their work.

Brown reported on behalf of the Policy Committee in their special assignment to review the board bylaws. He presented the draft of proposed revisions and discussed the committee's response to comments received from Warren. Brown noted the same draft had been presented at the October meeting and thus met the 10-day notification period requirement. Brown moved to adopt the revised bylaws with the addition of a clarification regarding board approval being necessary for Ad Hoc committee appointments. McGregor seconded and the motion carried unanimously.

Brown continued the report from the Policy committee. He confirmed that personnel and administrative policies were due for their annual review. After discussion of the review process, the board agreed by consensus to allow Brown and Bitterwolf to populate the Policy committee with at least one staff committee member and possibly one member from the community to conduct this review. McGregor requested that committee reports to the board include information about issues identified during the review.

Bitterwolf and Warren reported on behalf of the Compensation committee. Bitterwolf distributed and reviewed a written committee report as well as a minority report. Warren distributed a summary of salary comparisons that the committee had collected. Stauber allowed board members time to read the reports then Bitterwolf and Warren each reviewed their written information.

After discussion, Warren moved and McGregor seconded to support giving an across-the-board salary increase to library staff using the approximately \$12,000 identified through the budget process, less the amount designated for the Director's increase, and distributing it as an equal hourly increase to wages as recommended by the Compensation committee. Brown presented and Bitterwolf seconded an alternative motion to adopt the third option in the staff survey; that the board cover the personal increase in health insurance premiums for part-time staff for this year to the extent possible with the money remaining in budgeted revenue, approximately \$8,400 according to Brown's calculations. After discussion, Stauber called for a vote on the alternative motion. Brown and Bitterwolf voted in favor; McGregor, Warren and Stauber voted against. Motion failed. Stauber called for a vote on the first motion and requested a roll call vote. Warren, McGregor and Stauber voted in favor; Brown and Bitterwolf voted against. Motion carried.

Bitterwolf moved the last two recommendations from the Compensation committee. McGregor asked Bitterwolf about including a third item in the motion; that the board consider with particular attention the issue of equitability for part-time staff. Bitterwolf accepted this as a friendly amendment. After further discussion, Bitterwolf moved and McGregor seconded the original motion then moved to present that motion in three parts. Motion to separate unanimously carried. First motion: The board accepts the recommendation for a review and possible update of personnel policies dealing with salaries and benefits. Motion unanimously carried. Second motion: The board recommends the review be conducted with particular attention paid to an equitable increase in benefits for part-time staff. Bitterwolf, McGregor, Stauber and Warren voted in favor, Brown opposed. Motion carried. Third motion: The board accepts the recommendation that current salary grids be updated based on a review of job titles and descriptions undertaken after the completion of a strategic plan currently under construction. Motion unanimously carried.

After discussion, Warren moved and McGregor seconded that the annual amount toward reimbursement of the director's MLIS education come out of the District's surplus money, whether it is called the capital accounts replacement and repair fund (CARF) or fund balance. Stauber called for a vote and Brown asked to make a comment and have it included in the minutes. His comment was that the result of this motion is that the board is using the CARF as a slush fund to fund a higher increase in salary for staff. McGregor, Warren, Stauber voted in favor of the motion, Bitterwolf and Brown voted against. Motion carried.

Stauber called for a lunch break and by consensus the meeting was recessed at 12:30 PM.

Stauber reconvened the meeting at 1:30 PM and asked McGregor to report on the waterwise demonstration garden project at the Moscow Library. McGregor reviewed the committee activities and discussed the current timeline and scope of the project. There was general discussion of possible community partners and funding sources. McGregor asked for direction from board members and by consensus the board agreed to allow the garden committee to select a landscaper and begin developing a new plan for the landscaping.

Stauber addressed new business and asked Warren to address his concern. Warren asked to resign from the Compensation Committee if it continues, due to other board commitments. Stauber thanked Warren for his work on the committee. After discussion, board members agreed to focus on the work of the Policy committee as a starting point for work on personnel and compensation policies.

Stauber addressed other new business and asked Brown to present his concern about the timing of board meetings. Brown asked the board to consider moving the start time of their upcoming winter meetings from 5:30 PM to noon in order to ease commute complications. After discussion, the board agreed by consensus to change the start time of

the upcoming December, January, February and March board meetings to noon. Cheadle confirmed she would make the appropriate notifications.

Stauber confirmed the next board meeting would be held December 21st at 12:00 noon at the Moscow library and solicited agenda items for the meeting. Cheadle confirmed the annual audit report would be on the agenda and would include final numbers on the 2009-2010 fiscal year. Stauber offered to check with the County Clerk regarding the need to hold a public hearing revising the 2010-2011 budget and to publish appropriate notice if needed. Cheadle noted that the annual board calendar called for the Adult Services Manager's report and the review of the District's Technology Plan. Board members requested written copies of those documents in advance of the meeting. Board members agreed by consensus on the following committee reports: There would be no reports from the Finance or Personnel committees, McGregor and Warren would present for the Planning committee, and Brown would be tentatively scheduled to present for the Policy committee.

Stauber solicited public comment and there was none.

Stauber adjourned the meeting at 2:05 PM.

AMC
Approved 1/18/11

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| Next meeting – December 21st at the Moscow Library at 12:00 Noon |
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