

**Latah County Library District
Board of Trustees - Meeting Minutes
December 21, 2010
Moscow Library**

Attendance: Board – Loreca Stauber, Mike Brown, Bill Warren, Carrie Bitterwolf, Mary McGregor; Director – Anne Cheadle; Library Staff – Carol Kampenhout, Chris Sokol, Cathy Ensley, Betsy Bybell, Connie Anderson-Chalker; Guest - Cade Konen. No members of the public were present.

Stauber called the meeting to order at 12:00 noon.

Stauber solicited changes or additions to the agenda and Cheadle noted that the November draft minutes were not yet ready for approval.

Stauber solicited public comment and there was none.

Stauber invited Sokol to present her annual report. Sokol distributed a written report and reviewed the highlights. Stauber and board members thanked Sokol for her presentation and her excellent work on behalf of the library.

Stauber called for the Treasurer's report for October and November and Warren briefly reviewed the reports. Bitterwolf moved and McGregor seconded to approve the October and November reports as well as October expenditures of \$96,708.29 and November expenditures of \$94,106.29. Motion unanimously carried.

Cheadle briefly addressed the grant proposal scheduled later in the agenda and asked if board members would like her to confirm a visit by Idaho Commission for Libraries consultant Jan Wall during that discussion. By consensus the board agreed a conference call would be placed if members felt the need for additional clarification.

Stauber invited Konen to present the 2009-2010 audit report on behalf of Hayden Ross. Konen distributed the draft report, reviewed the highlights, and addressed board questions. Brown moved and McGregor seconded to approve the audit as presented. Motion unanimously carried. Based on input, Konen will deliver the audit in electronic format to board members and deliver three bound copies to the library for its files. Stauber and McGregor thanked Konen for his time spent addressing board questions. As suggested by Konen, Brown and Cheadle will follow up on questions regarding the capital assets repair and replacement fund.

Stauber asked Cheadle to present the December Director's report and Cheadle reviewed the highlights. She also announced the imminent resignation of Deary Branch Supervisor Debbie Fischer due to health concerns. Cheadle and Kampenhout discussed the actual vs. budgeted cost of health insurance premiums for library staff and board members asked that this issue be revisited at the January board meeting once input had been collected from staff. Cheadle solicited questions on the Director's report and there were none.

Cheadle presented the October use statistics. She noted that hotspot usage statistics would be included on the next month's report. Cheadle solicited questions on the statistics and there were none.

Stauber confirmed there were committee reports from the Planning, Policy and Garden Committees and asked McGregor to report first on behalf of the Planning Committee. McGregor shared the document the Planning Committee is using as an outline for community input and reviewed progress to date. She said weather and holidays had slowed progress but she and Warren would work together to set the next meeting date. Stauber thanked McGregor and Warren for their work.

Brown reported on behalf of the Policy Committee and its current focus on a review of LCLD administrative and personnel policies. He noted staff member Connie Anderson-Chalker was serving on the committee in addition to himself, Bitterwolf and Cheadle. He reported the committee had convened and decided to gather information as a first step; Cheadle will poll staff for input on current policy and Brown will poll board members. He addressed the committee timeline and said the committee hoped to present recommendations concerning personnel policy in February and administrative policy in March then finish the review by April. He noted it was the committee's

intention to invite guest speakers as a way of expanding the scope of input. Stauber thanked committee members for their work.

McGregor reported on behalf of the Library Garden Committee. She reviewed the committee's process for selecting a landscape designer and estimated the cost of developing an initial plan at \$3-\$4K, to be paid out of donated and grant monies. McGregor discussed the evolution of the project and possible partners, and estimated there would be a plan in place by February or March.

Stauber addressed the BTOP grant decision and Cheadle reviewed the issues connected to it. After discussion, McGregor moved and Brown seconded to choose not to accept the BTOP grant awards. Motion unanimously carried.

Stauber addressed the review of the LCLD Technology Plan and Cheadle outlined its purpose. Stauber solicited comments or questions from the board and there were none.

Stauber confirmed the next board meeting would be held January 18th at 12:00 noon at the Moscow library and solicited agenda items for the meeting. Cheadle noted that the annual board calendar called for the Access Services Manager's report. Board members confirmed they would like to discuss a re-evaluation of compensation based on new data. Board members agreed by consensus on the following committee reports: There would be no reports from the Personnel, Finance or Policy Committees; McGregor would present for the Planning Committee and possibly the Library Garden Committee.

Stauber solicited public comment and there was none.

Stauber confirmed there was no need for an executive session.

Stauber adjourned the meeting at 2:15 PM.

AMC
Approved 1/18/11

Next meeting – January 18th at the Moscow Library at 12:00 Noon