

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
April 20, 2004
Bovill Library**

In attendance: Board – Ben Jenness, John Hasko, Jennifer O’Laughlin, Steve Fischer; Staff - Carol Kampenhout, Paula Winter; Director – Janice McPherson

President Jenness called the meeting to order at 5:35 p.m.

Fischer moved that the minutes of the March board meeting be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.

McPherson briefed the board on the treasurer’s report since a finance committee was not held as a result of McPherson being out on sick leave. It was noted that the total spent to date is \$433,471.18 (53%) not \$399,424.65 (49%) as reported. This discrepancy is largely due to an adjustment made in salary and benefit expense. McPherson then explained that the projected expenses will come in at or under budget since a significant amount of the first half expenditures are one-time expenses. A question was asked about how we would pay for the new telephone system. McPherson indicated that it would be paid for with the savings from money allocated for medical benefits but not used by staff. **O’Laughlin moved that the report be accepted as presented. Fischer seconded the motion. Motion unanimously carried.**

O’Laughlin moved to approve payment of bills and payroll for April 25 and May 10, 2004. Fischer seconded the motion. Motion unanimously carried.

Director’s Report

Jenness indicated that he had conversations with Foundation members, Betty Hervey and Martin Trail. Clarification is needed as regards how individuals can make bequests and how money will be used. Jenness offered to draft an endowment policy that can be reviewed by the board. McPherson indicated that she and Trail had drafted a grid showing the different ways that people can donate, including directly to the District, to the Foundation or to one of the several Friends groups throughout the District. The Board and Foundation will coordinate efforts so that a unified policy is developed.

Carol Kampenhout, LCLD Business Manager, reported on the process undertaken to select a new phone system. Bids were received, representatives from two companies gave demonstrations to staff and many negotiations took place. Finally, B&C was selected. Their bid was \$1,200 less than Fisher Systems. The new phone system will be installed by May. Questions raised by board members included what benefit would be realized by the branch libraries. Kampenhout indicated that each library would be receiving a new cordless phone as well as an answering machine that would announce library times. Unfortunately, it would be prohibitively expensive (\$25,000) to install a phone system that would provide seamless phone service throughout the District.

Committee Report

For the first time since the Latah County Library District was established we have two candidates vying for the one board vacancy. Sid Eder and Patricia Roberts have both filed their applications. A public forum at which both candidates will be invited to share pertinent information will be held. McPherson will contact local papers in an effort to get some publicity on the upcoming election.

O’Laughlin, as board clerk, filed the form with the County announcing the annual budget hearing which will be held July 20, 2004 at the Moscow Library at 5:30p.m.

Presentation

Paula Winter, Bovill Library supervisor, gave an informal presentation on what has been happening at the library. The new snow roof was built in time to shield the entry. The roof was paid for with grant money received by Pat Eck. The building committee is interested in doing some interior remodeling. Floor plans developed by Mark and Heather Seman were shared with the board. The Seman's will get bids on the project. This information will then be shared with the building committee who will determine to what extent they can support the project. Necessary modifications will be made to get the project within an acceptable price range.

Winter also reported that the courier deliveries and computer access are both providing very good service to her patrons.

Unfinished Business

The **Personnel Policy** has been distributed to all staff and board members. The staff committee was unable to meet to discuss the latest revision in time to provide input for this meeting. Therefore, discussion and a decision will be delayed to the May meeting.

Purchase of new van: Jenness provided an update on the van purchase. **Jenness moved that the chevy van be purchased. Fischer seconded the motion. Motion unanimously carried.** McPherson will finalize the deal.

New Business

Several information items were shared:

- The Latah County Adult Literacy annual Trivia Bee is Friday, April 23. The Friends of the Moscow Library are sponsoring a team. Team members are needed!
- The Chamber's annual dinner and auction is June 5. McPherson is trying to find nine other people who are interested in attending (\$40 per plate) so the District can purchase a table. Anyone interested in attending please let McPherson know.
- The ILA Regional conference on May 7 will be in Moscow. LCLD staff are all being given the opportunity to attend.
- The deadline to install filters on computers, in order to comply with CIPA, is July 1, 2004. We currently have a content filter on the two new PRC computers. These allow staff intervention to disable the filter, if requested by anyone 18 or older. We must comply with this regulation if we intend to compete for and receive any federal funds (e-rate & LSTA). The board agreed that we want to pursue federal monies therefore we will filter. A statement will be put on each computer alerting users to the filter and that it can be disabled if the age requirement is met.
- McPherson will pursue having ISL trustee training in June. She will see if we can involve other area public library trustees in the training. Board members agreed that ensuring they are doing their job is very important to them.
- Sick leave bank hours will be used to compensate McPherson for time above and beyond her earned leave during her recovery period. This will result in no additional cost to the District since no one was hired to cover her hours during her absence.
- McPherson will pursue getting a LiLI database mentor to Moscow to provide training to both staff and board members. This is available through the ISL.

The meeting was adjourned at 6.55 p.m.

Respectfully submitted by
Janice McPherson, Board secretary