

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
May 18, 2004
Juliaetta Library
Special Time – 3:00 p.m.**

In attendance: Board – Ben Jenness, John Hasko, Jennifer O’Laughlin, Steve Fischer, Louise Regelin;
Staff – Jan Welles; Director – Janice McPherson

President Jenness called the meeting to order at 3:05 p.m.

The April minutes were accepted as presented.

McPherson distributed the April financial report. While 58% of the year has lapsed 62% of the budget has been spent. About \$30,000 in one time expenses were paid in the first half of the year. McPherson says that the district is still on solid course expecting to come it at or slightly below budget. **Regelin moved that the report be accepted as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

O’Laughlin moved to approve payment of bills and payroll for May 25 and June 10, 2004. Fischer seconded the motion. Motion unanimously carried. There was discussion as to why this motion is on each agenda since the financial report is already approved and the board treasurer reviews all expenditures at the time that he signs the checks. If there is no legal reason to include this motion, it will be discontinued as of the next Board meeting. **O’Laughlin moved that this motion be discontinued immediately. Hasko seconded the motion. Motion unanimously carried.** McPherson will talk to the auditor regarding this issue.

Director’s Report

Jenness having attended the ILA Regional conference offered comments garnered from sessions he attended. He learned how to directly access the LiI databases from home; noted that five years is a reasonable timeline for a building project; and stated that all library policy is law enacted by the board and should be reviewed annually.

McPherson indicated that she was committed to regular policy review. She indicated that before the board approves the personnel policies she wanted Sylva Staab to review them again, since many changes have been made since Staab first reviewed them.

Committee Report

Jenness reported on the Foundation Board meeting that he attended. (A copy of the Foundation meeting minutes will be shared with the library board). The primary issue discussed was to which body (Foundation or District Board) the grants committee was to report. Since the grants committee’s activity will impact District resources it was agreed that the District board should be the body that oversees the committee. It was emphasized that all grants written by any group of individuals, regardless of whether the grant was for one branch or the entire District, must involve the library director from the early stages of grant development. It was also agreed that before any grant could be submitted that the Board must first give their approval. If there is a short deadline for submission of a grant and if the director has sufficient time to determine the impact on current District resources, a special board meeting may be called to act on the grant submittal. **Jenness moved that the Board appoint Tim Hillebrand, Pat Eck, and Ken Cohen to the District Grants committee. The director and an appointed board member will also be standing committee members. Further, other individuals who have grant ideas must work with the director to develop any grant applications. All grant applications, prior to submission, must be approved by the District Board of Trustees. Fischer seconded the motion. Motion unanimously carried.**

Presentation

Jan Welles, Juliaetta Branch supervisor, shared with the board some of the highlights of the previous year. She expressed appreciation to the board for supporting staff attendance at the ILA regional conference. Welles reported that Juliaetta now has a Friends group. They helped plan a very successful rummage sale and over \$300 was raised for the Juliaetta library. Welles will send a copy of the group's by-laws to McPherson.

Regelin inquired what the District could do for the library. Welles responded that a sign was still needed for the library. The current sign was at the high school awaiting some student attention but in the event this project isn't completed a new sign will be provided for the library. Welles said new carpet was also needed.

McPherson indicated that all of the branch leases were coming due. She will meet with each community's mayor and/or council to renew the leases. During this process she will attend to get clarification on what the city is responsible for and what is the District's responsibility as regards building maintenance.

Unfinished Business

The **Personnel Policy** has been distributed to all staff and board members. The staff committee has met and McPherson will soon be advised as to the suggested changes. The policy will be on the agenda again in June.

New Business

A schedule including library closures, board meetings, and finance committee meetings for July 1, 2004 through June 31, 2005 was presented to the board. **O'Laughlin moved that the schedule be approved as presented. Regelin seconded the motion. Motion unanimously carried.**

The current Strategic Plan was reviewed. Elements that were completed and those that are on-going were noted. The only new element being added is a review and upgrade of the current library automation system. During the financial committee report McPherson informed the board of the urgency of addressing the aging system. Since the idea of LCLD joining ValNet has been around for quite some time combined with the fact that the Idaho State Library strongly encourages libraries to join consortium and now add to this the crash we recently experienced on Sirsi the Board instructed McPherson to seriously consider a move to ValNet. McPherson, in conjunction with managers, will review the situation and develop a plan. The State Library will likely fund a migration from Sirsi to Endeavor (ValNet system) but the board is willing to provide the necessary funding even before a grant can be secured. The board agreed that dealing with the situation immediately, before we have a crisis, is of highest priority.

The first draft of FY 2005 budget was briefly explained by McPherson. She and the managers had just looked at the budget and staff had not yet seen the proposed budget. A staff meeting is scheduled for next week at which time staff will be given an opportunity to provide input into the process. The public hearing on the budget is scheduled for July 20 in conjunction with the Board meeting. Final approval of the budget must be done by the August 17 Board meeting. No changes in staff or library hours are being proposed in this budget.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by
Janice McPherson, Board secretary

