

**LATAH COUNTY LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
June 15, 2004  
Deary Library  
5:30 p.m.**

In attendance: Board – Ben Jenness, John Hasko, Jennifer O’Laughlin, Steve Fischer, Louise Regelin, Patti Roberts; Staff – Cheryl Greenstreet; Director – Janice McPherson

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

The May minutes were accepted as presented.

Outgoing board member Louise Regelin installed newly elected Patti Roberts. Good-byes were said to Regelin and she was presented with a gift and a card. Roberts was warmly welcomed to the board.

Hasko reported on the financial state of the district. With 67% of the lapsed we have spent 70% of the budget. McPherson assured the board we will come in at or under budget. **Roberts moved that the report be accepted as presented. Fischer seconded the motion. Motion unanimously carried.**

Director’s Report

The board suggested that an additional section be added to the future reports, that being Branch Highlights. This will be done beginning next month.

McPherson provided possible explanations for the decrease in circulation use. The Moscow Library is open five hours a week less than last year, we no longer count non-barcoded materials in circ stats, and with the current district philosophy of having a deep collection we are seeing an older collection, one that will never circulate as much as a broad popular collection. This philosophical difference will be discussed at length as we revise our collection development policy. The most obvious reason for reduced circulation is because of the increased use of computers, which we do not currently monitor for use data. We are researching ways we can begin to track use of the website, the catalog, and the Internet. We hope to begin providing this data in our October report.

Committee Report

No committee reports.

Presentation

Cheryl Greenstreet, Deary Branch Supervisor, reported that the remodel is nearly complete. Since her hire last July she has completely painted the interior of the library, got the doors painted, located and got painted some metal shelving, worked with a contractor to get some new youth shelving built, assisted in dramatic weeding of Deary collection, and assisted many patrons in discovering ways to access information using the computers in the library.

She indicated she would still like to get some reference shelving, end panels, magazine rack, and some new computer chairs.

Unfinished Business

Jenness raised a concern regarding the motion passed last month that would govern how a grant idea would be approved by the board. The way the motion was worded made it impossible for any grant to be submitted without approval from the board. This would preclude the possibility of a good grant application on time if the deadline fell before the board had a chance to meet and approve.

**Fischer moved that the wording be changed to: “Further, other individuals who have grant ideas must work with the director to develop any grant applications. All grant applications,**

**prior to submission, should be approved by the District Board of Trustees.” Hasko seconded the motion. Motion unanimously carried.** The importance of getting this information out to the communities, especially the individuals most inclined to write grants, was stressed.

McPherson briefed the board on continued work to refine the budget. She did present the board with a draft balanced budget. The major change from the budget presented in May was that all unused money set aside to pay for medical and dental premiums will be allocated to cover other real expense. She reported that Business Manager Carol Kampenhout is turning over every financial “stone” to see if she can locate savings. To date she has found a less expensive long distance carrier, the director dropped her cell phone service, savings were identified in worker’s comp coverage, banking charges were reduced, and she learned that our share of election expense is significantly less than we believed. Now she is working on the liability insurance to see if there are any savings possible there.

A budget will be published in the local paper, per legal requirements, prior to the public hearing at the July 20, 2004 meeting at the Moscow Library.

The budget discussion intersected with the Strategic Plan since it lays down what the district sees as its priorities. Modifications were made. The revised Plan will be included in the July board packet, again for review, prior to acceptance.

McPherson is in preliminary discussions with the VALNet (Valley Network – Lewiston-Clarkston area) and the CIN (Central Idaho Network – Post Falls & Hayden area) consortium regarding the possibility of joining. This is a necessary first step in our migration to the Endeavor library system. By next month we should have the beginnings of a plan of action, with initial cost estimates.

#### New Business

**Jenness nominated O’Laughlin for the board president position. Fischer seconded the nomination. Further nominations were called for three times. Hearing no further nominations, nominations ceased. O’Laughlin was unanimously elected.**

**Jenness nominated Fischer for the vice president position. Hasko seconded the nomination. Further nominations were called for three times. Hearing no further nominations, nominations ceased. Fischer was unanimously elected.**

**Fischer nominated Hasko for the treasurer position. O’Laughlin seconded the nomination. Further nominations were called for three times. Hearing no further nominations, nominations ceased. Hasko was unanimously elected.**

**Jenness nominated Roberts for the clerk position. Fischer seconded the nomination. Further nominations were called for three times. Hearing no further nominations, nominations ceased. Roberts was unanimously elected.**

After further review it was determined to indefinitely delay the implementation of content filters on our computers. This means we won’t be able to seek e-rate reimbursement for the ISP costs but we can still pursue reimbursement for telecommunications and internal connections.

Last month the board indicated a desire to review all personnel and administrative policies each year. That sets up a very aggressive schedule for us to do the initial review within the next year. McPherson proposed to the board that we establish a new process which should help facilitate the review process. To begin with she has re-formatted the policy manual. A new numbering system will be used that will allow revision to proceed in a more modulated manner. It was also make future revisions much easier.

The process that was proposed by McPherson is:

- First Reading. During the first reading phase those sections of policy that are to be reviewed are listed, with text included. The board merely accepts the sections, in much the same way that a person makes a motion. Before discussion can take place on a motion it must be made and seconded.
  - o The board accepted, at this meeting, the list provided (Personnel: 1.0, 2.0, 3.0, 4.0 and Administrative: 1.0, 2.0, 4.4, 4.6, 4.7, 4.8, 4.9)
  - o Now review will take place with all comments coming directly or through the staff committee to McPherson, who will include them in the July board packet for second reading.
- Second Reading. All policy sections accepted the prior month during first reading will now include all suggested changes, additions, etc. This would be akin to the discussion which takes place on a motion. These suggestions will be discussed and added or dropped by the board. The revised policy sections will again go out for more review.
- Third Reading/Acceptance. If there are further suggestions offered these will again be included with the policies. Again there will be discussion and the board will make further changes, if necessary. Then the policy will be voted on. If passed, it now becomes official board policy.

This means that there will be two full months for review. Because it will be much smaller amounts to review it should be a much more manageable process. This process is designed to be fair, allowing time for review and comment but also facilitating adoption within a three meeting period.

Concern was raised that since the July meeting is also public comment time on the budget that there may not be adequate time for policy discussion. Depending on the amount of time taken for public comment, the board will determine whether to delay second reading discussion.

The August meeting will include only approval of minutes, financial report, director's report and approval of the FY '05 budget. This abbreviated agenda is because McPherson will be unable to attend the meeting because of surgery.

Marj Hooper from the Idaho State Library will be providing a board training workshop on Saturday, July 24 for LCLD board members. McPherson will also invite Orofino, Lewiston, and Prairie River directors and their board members.

Respectfully submitted by  
Janice McPherson, Board secretary