

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
July 20, 2004
Moscow Library
Draft**

In attendance: Board – Ben Jenness, John Hasko, Jennifer O’Laughlin, Steve Fischer, Patti Roberts; Staff – Carol Kampenhout, Betsy Bybell; Director – Janice McPherson

President O’Laughlin called the meeting to order at 5:30 p.m.

Jenness moved that the June meeting minutes be approved with one typo corrected (p.2 ever should be every). Fischer seconded the motion. Motion unanimously carried.

Hasko reported on the financial state of the district. With 75% of the lapsed we have spent 79% of the budget. Kampenhout had prepared a report that included both actual and projected costs. The projection is that we will finish the year in the black. **Fischer moved that the report be accepted as presented. Roberts seconded the motion. Motion unanimously carried.**

Director’s Report

McPherson reported that LCLD has received \$9,090.59 in e-rate reimbursement for funding year 2002-03. The forms for reimbursement have been filed for the funding year 2003-04 (ended June 30, 2004).

The agenda for the board workshop on Saturday was distributed. Marj Hooper and Jan Wall will be facilitating the workshop to cover district law and how to be effective in communications so the district runs effectively.

In reviewing the narrative report McPherson noted that in addition to the staff concern raised about no funding in the budget for programming it was also raised at the Foundation meeting. McPherson said in both instances she explained that we are at a point in distribution of funds in the budgeting process where something has to give. There is not enough money to fund everything that should be funded. Changes are being made in the strategic plan to indicate that the district can no longer ensure **that** quality programming will be provided. We are going to have to rely upon Friends groups for our programming needs.

The Bovill library group raised \$83 at their book sale during Bovill Days. This money will go toward their new shelving.

Committee Report

No committee reports.

Presentation

Betsy Bybell, Outreach Manager, gave a report using “trash can **raccoon**” and a black bear poking its head out of a tent. **The raccoon** and **the** bear lent some humor to the presentation and **were** much appreciated. The outreach program is reaching hundred of our Latah kids. ILL has been increasing. Bybell plans to expand into senior outreach this fall. She hopes the Foundation has a brochure ready soon that she can begin distributing to **the-senior seniors** letting them know about philanthropic opportunities in the District.

Public Budget Hearing

No public was present but McPherson did review the report that Kampenhout had developed. This is the information that had been printed in the local paper. No major changes from the current budget are proposed. It was noted that 2% COLA increases beginning January 1, 2005 have been included in the

budget as well as all step increases. A 15% increase in medical insurance costs was built in to the benefits.

No money has been allocated for programming. Hasko questioned whether any money was earmarked for funds for future van replacement. McPherson indicated that the budget is so tight that there is insufficient money to channel it into this fund. Board members all agreed that while FY '05 looks okay, it is certainly not sufficient to fund everything that should be funded and it portends even tighter budgets in the next several years.

Jeness moved closure of the public meeting. Fischer seconded the motion. Motion unanimously passed.

Unfinished Business

After a brief review of the changes made to the Strategic Plan last month **Jeness moved that the Strategic Plan be adopted as amended. Roberts seconded the motion. Motion unanimously passed.**

McPherson reported to the board of her meeting the previous day with Kathleen O'Connor (WIN) and John Hartung (CIN/Kootenai-Shoshone Area Libraries). We are still in the information gathering process so no figures are yet available as to the start-up or on-going costs to join WIN. No decision has yet been made as to whether LCLD will join CIN, VALNet, or be a separate database within WIN. However, McPherson must submit the LSTA grant proposal to the ISL by September 30, so a plan must soon be developed.

Included in the board packet is the financial report from the last Foundation board meeting. Also, included are the proposed changes to the Foundation By-Laws regarding the establishment of an endowment within the Foundation. Minutes from the meeting are also in the packet.

New Business

The board agreed with McPherson that establishing a task force comprised of representatives from each of the Friends groups in the county as well as someone from Deary and Genesee since they do not yet have a group was an excellent idea. The task force will explore how we can all work together to serve the needs of their respective communities, maintain the integrity of the library district's services, and live within the district's budget.

McPherson explained why she was requesting the substantive change in the Business Manager's position description. Since the branches are each a microcosm of the entire system it is impossible to find one position that provides a perfect match for all their needs. However, the Business Manager position provides the most hits. There was some concern raised by the board that what was being asked of this position may not be doable in a 40 hour week. They cautioned that we be careful not to take advantage of the "exempt" status of the position. A reasonable increase in pay to better compensate for the responsibility that this position has will be considered at the September meeting.

Policy Review

1st Reading: **Fischer moved that all the policies identified in the agenda under 1st Reading be placed on the table for discussion. Hasko seconded the motion. Motion was unanimously accepted.**

There was some discussion of the 1st reading policies:

- 7.2 Harassment – Definition: The board wants to add that while discrimination on the basis of sexual orientation is not legally or statutorily protected it is to be protected within the LCLD. No harassment will be tolerated.

- 6.1 Facility Policy and Agreement with Cities: The board would like to change the wording in paragraph four to read "The communities must provide suitable facilities to house the library. Community-support of these facilities shall be designated in a lease agreement."

2nd Reading:

- Organization Chart: Administrative Assistant should read Business Manager
- Position description: Library Asst. III, Operations manager – Accountable to Business Manager
- Position description: Library Asst. III. Branch Supervisor – Type in 2nd responsibility, off should read of & Supervisor volunteers should read Supervise volunteers.
- Position description: Library Asst. II (Branch services) – Accountable to: Business Manager
- 3.3 Scheduled Hours – Last paragraph change to read ... Compensatory time may be accumulated on a value up to ½ ...
- 4.4 Confidentiality: First sentence to read "The Library District shall protect the confidentiality of all patrons in conformance with the Idaho ... There is a typo probably should read probable.
- 4.8 Public Comment: Add this to standard agenda.

The August agenda will include only approval of minutes, treasurer's report, and acceptance of the FY '05 budget. The meeting will be at the Moscow Library at 5:30p.m.

Included with the Organization Chart in Tab O is a schedule of the 1st, 2nd, & 3rd readings of all policies. You may want to pull that out and refer to it to see when a particular policy is coming up for review.

Respectfully submitted by
Janice McPherson, Board secretary