

**LATAH COUNTY LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES
September 21, 2004
Troy Library**

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

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

Public Comment: John Pool addressed the board as a member of the Moscow School District Facilities Committee. He shared the progress the committee has made and where they hope to be by May 2005. He anticipates that a new elementary school will be built. His idea was that there may be a chance for the library district to partner with the school district the eventual goal having a shared library in the new school, as a public library branch.

The board adjourned at 5:40 p.m. to go into Executive Session to discuss a personnel issue. The meeting was called back to order at 5:50 p.m.

Jenness moved that the minutes of the August board meeting be approved as presented. Roberts seconded the motion. Motion unanimously carried.

Treasurer’s Report

Hasko presented the financial report prepared by Kampenhout. Ninety-two % of the year has elapsed and 93% of the budget has been expended. McPherson did present a bill to the board for the extended maintenance warranty on the new van. The total cost of the van plus warranty about empties the van account.

Jenness moved approval of the Treasurer’s report as presented. Roberts seconded. Motion carried unanimously.

Director’s Report

McPherson briefly reviewed her report. Board members had received copies of the report that contained no branch reports, so McPherson read to board members what she had received from Deary, Potlatch, and Troy.

The SRP Annual Report was reviewed. McPherson noted that the “per participant” cost spreadsheet will be discussed by the branch supervisors, youth and outreach managers and the business office at a meeting later in October. We will come up with a plan on which we can all agree that will provide us with a useful “per participant” cost that can be used in future planning.

McPherson noted, as regards the statistical reports, that there are many extenuating circumstances that may be impacting the circulation data. For example the branches as of October 1, 2003 no longer counted non-barcoded items that circulate. Moscow Library hours were reduced. All of this has clearly impacted the bottom-line numbers.

Committee Reports

No reports.

Presentation

Karen Ross, Troy Library Supervisor, updated the board on events taking place at the library. She said story time has started up and is seeing a slight increase in attendance, there was a great barn display available, and the adult reading club will have their season kick-off tomorrow night.

Ross indicated that she would like more computers and/or space for them.

She also shared about how the city services the library, such as shoveling snow off the roof and shoveling the sidewalks. The library is not the city's top priority. So oftentimes she or a friend ends up shoveling the sidewalks. McPherson indicated that she plans to address these issues, in each community, when the leases come due. All of which will be coming due within the next year.

Unfinished Business

McPherson sent out a copy of the LSTA grant proposal to board members prior to the meeting. She briefed them on where the process is and that the grant will be submitted Friday, which is the deadline. The grant budget is about \$106,000. This covers temporary staff, travel and training costs as well as service costs to Endeavor and WIN.

The state library will review all proposals and inform those who they want to consider further by December. If the grant is funded we will receive notice early April 2005. Therefore, the timeline for migration has been rolled back. We will be looking at "going live" about next August. In the meantime we have a lot of work to do.

New Business

Insurance Carrier

Business Manager Carol Kampenhout explained the two insurance proposals she received. One came in from Fidelity Associates at \$7,731 and the other from Associated Independent Agencies, Inc. at \$7,341. However, this estimate did not include board liability coverage which will add about \$800 to the cost.

Fisher moved that we increase the Each Occurrence coverage to \$5,000,000 and the General Aggregate up to \$10,000,000. If the price with these increases is still lower than what we have budgeted we will change insurance carriers. Jenness seconded this motion. Motion carried unanimously.

Policy Review

Sylva Staab, Human Resource expert, provided the Board with invaluable counsel regarding the policies that are being reviewed and approved.

Suggested changes for the following policies are noted after each policy. There may be typographical or format changes in the "No change" policies but no substantive changes were suggested.

1st Reading (Personnel)

8.1 Annual Leave	No change
8.2 Sick Leave	No change
8.3 Sick Leave Bank	It was recommended that we refer to the University of Idaho policy on this issue. The changes are: <u>annual</u> (not sick) leave hours must be donated; no joining process; can use up to a maximum of 480 hours per incident; must have doctor's recommendation that time off is medically expedient; the time that is currently in the sick bank will remain.
8.4 Administrative Leave	No change
8.5 Personal Leave	No change
8.6 Funeral Leave	No change
8.7 Jury Duty	No change
8.8 Military Leave	No change
8.9 Leave without pay	No change
8.10 Medical Benefits	No change
8.11 Disability Insurance	No change
8.12 Continuing Education	No change

8.13 Mileage Reimbursement and Travel Guidelines	No change
8.14 Idaho Library Association membership	No change
8.15 Personal Purchasing of Materials	No change
8.16 Personal Photocopying	No change
8.17 Family Medical Leave Act (FMLA)	No change
8.18 Equal Opportunity Employer	No change
8.19 State Retirement (PERSI)	No change

1st Reading (Administrative)

2.5 Conduct code	No change
2.6 Firearms (included in conduct code)	No change
2.7 Internet Use Policy	No change
2.8 Copiers, printers, fax machines (public use)	No change
5.2 Programming Policy	No change
5.3 Display Policy (including liability and appropriateness)	No change
5.4 Schools	No change
5.5 Public use of library space	No change

Jenness noted that all the suggested changes that he made had been included in these 2nd reading documents. McPherson indicated that all comments received from the Staff Committee were also noted.

2nd Reading (Personnel)

5.0 Separation of Employment	No change
6.0 Dispute Resolution and Employee Grievance	No change
7.0 Working Conditions	No change

2nd Reading (Administrative)

4.10 Patron Complaints and/or Suggestions	No change
5.1 Operations Hours – Holidays – Closures	No change
6.1 Facility Policy and Agreements with Cities	No change

Hasko moved that the 3rd reading personnel policies listed below be approved. Fisher seconded the motion. Motion carried unanimously.

3rd Reading (Personnel)

- 1.0 Organization Chart
- 2.0 Basic Policies and Hiring (Definitions, Roles, Selection, Probation, Continued Employment, Conditions of Employment)
- 3.0 Salary and Compensation (Pay scale, pay day, scheduled hours, paid holidays)
- 4.0 Annual Evaluation

Jenness moved that the 3rd reading administrative policies listed below be approved. Hasko seconded the motion. Motion carried unanimously.

3rd Reading (Administrative)

- 1.0 Mission Statement
- 2.0 Library Bill of Rights; The Freedom to Read; Economic Barriers to Information Access; Access to Library Resources and Services Regardless of gender or sexual orientation
- 4.4 Confidentiality
- 4.6 Interlibrary Loan
- 4.7 Library Access
- 4.8 Public Comments
- 4.9 Patron Challenge to Books and Materials

Director's Position Description

Discussion of the position description was delayed until a later meeting. Review of the document will be tied to the director's annual review.

Business Manager's Position Description and Salary Review

It was determined that further study was necessary before the board can act on this issue.

The meeting was adjourned at 8:00 p.m.

*Respectfully submitted by
Janice McPherson*