

**LATAH COUNTY LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
December 21, 2004  
Moscow Library – Board Room**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, John Hasko, Patti Roberts, Ben Jenness; Staff – Chris Sokol; Visitor – Jan Wall; Director – Janice McPherson

The meeting was called to order by President O’Laughlin at 5:30p.m.

Jan Wall, ISL Northern Field Consultant presented her Facilities at the Heart of the Community program. Wall traveled the state several years ago to spotlight all the new and remodeled libraries. There were 36 libraries in her presentation, including our own Bovill, Potlatch, and Moscow projects. She certainly provided us with ample information which will serve as foundational to a building project that may sprout wings in Moscow.

There was no Public Comment.

**Fischer moved that the minutes be approved as presented. Roberts seconded the motion. Motion unanimously carried.**

The treasurer’s report included the year-to-date for this fiscal year; a year end for last fiscal year; the 02 Fund (gifts & memorials); and the unfunded sick leave bank liability. **Jenness moved that the YTD treasurer’s report be approved as presented. Roberts seconded the motion. Motion unanimously carried.** Roberts questioned why the Library Materials account was overspent by \$10,678 in FY ’04. McPherson explained that the over expenditure accurately reflects what was spent on library materials. But since our revenues were higher than anticipated these over expenditures were able to be covered within the 01 account. Roberts also questioned how the District can be in a difficult financial situation when we had over \$15,000 left at the end of FY ’04. McPherson pointed out that \$25,953 in revenue was received over and above the budgeted amount. As noted previously this unanticipated revenue paid for additional library materials and also allowed the Board to move the remainder into the Automation fund. The additional revenue is largely from new construction in the county.

McPherson reviewed her director’s report. She did distribute copies of the Foundation Board meeting. The Board was apprised of the second robbery that occurred at the Bovill Library. The locks have since all been changed. Several youth have been apprehended for other crimes in the area and may also be linked to the Bovill Library thefts.

McPherson indicated we did see a bottom-line increase in both the month and year-to-date comparisons with last year. She reminded the Board that this fiscal year we are now comparing to last year’s data that did not include manual circulation of unbarcoded items.

There were no committee reports.

**Unfinished Business**

Policy review

McPherson wants to withhold approval of the 5.5 “Public use of library space” policy until next month since there are still significant concerns about some of the wording.

**Jenness moved that the 3<sup>rd</sup> reading administrative policies listed below be approved as amended. Fischer seconded the motion. Motion unanimously carried.**

- 2.1 District provided e-mail account
- 2.2 Use of district computers
  - 2.2.2 – 2<sup>nd</sup> paragraph, delete ‘remotely’ and replace with ‘ accessible off-site.’
  - Page 2 – Delete first paragraph
  - 2.2.3 – 2<sup>nd</sup> paragraph, typo

## 2<sup>nd</sup> Reading (Administrative Policy)

2.3 CIPA (Filtering)	5 <sup>th</sup> paragraph, typo
2.1 USA PATRIOT Act (Not ready)	
3.0 Collection Development	Several typos
4.1 Access to Cards	No change
4.2 Loss of Privileges	No change
4.3 Replacement of and Damages to Materials	No change
4.5 Reciprocal Borrowing Agreements	No change

### New Business/Information

**Fischer moved that the 2% COLA for all LCLD staff, that is included in the current budget, be approved. Jenness seconded the motion. Motion unanimously carried.**

McPherson briefly explained the proposed Director's evaluation policy. The revised Position Description contains all the elements of the current Position Description; they are just presented under the four categories – Policy & General Administration; Financial Administration; Personnel Administration; and Community Relations. The proposed evaluation form is set up to mirror these four categories. McPherson will provide the Board members with a copy of the current Position Description on which she indicates into which of the four categories each of the elements has been slotted. The Board will take action on this next month, so McPherson will have time to complete her self-evaluation before the required evaluation in February.

To satisfy the end of the year journal entries requirement for auditing purposes McPherson asked the Board to approve the distribution of Discretionary money in the 02 Fund so as to 'zero' out the overspent Branch SRP accounts. The over spending occurred because the Business Manager last year failed to enter the needed journal entries to close out FY '03. Therefore, when the new Business Manager began she was unaware that these entries hadn't been made and assumed we had correct balances as of FY '04. Unfortunately, expenditures made during FY '03 were not reflected in the '04 balances. When '04 expenditures were deducted from the SRP accounts the balances were bloated because of the failure to deduct the '03 expenses. **Fischer moved to approve the Discretionary disbursements needed to zero out the overspent SRP accounts. Roberts seconded the motion. Motion unanimously carried.** The 02 Fund report reviewed in the treasurer's report shows the accurate balances in all 02 Fund accounts.

**Jenness moved to approve moving the \$15,323 FY '04 fund balance to the Automation Fund. Fischer seconded the motion. Motion unanimously carried.** The money in this fund will be used to cover the matching funds when the LSTA grant is approved. This grant will allow LCLD to join the VALNet consortia and migrate to Voyager library automation software.

The meeting was adjourned at 8:14 p.m.

**Respectfully submitted by  
Janice McPherson, Board secretary**