

**Latah County Library District
Library Board of Trustees
January 18, 2005
Moscow Library – Board Room**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, John Hasko, Patti Roberts, Ben Jenness; Staff – Carol Kampenhout; Auditor – Cade Konen; Director – Janice McPherson

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

Cade Konen, with Hayden Ross & Company, reviewed the District’s audit of fiscal year 2004. The District received an unqualified opinion, which means they found no problems. Konen explained how the GASB (Government Accounting Standards Board) 34 impacted the District. For the first time the District’s audit contains Capital assets. Also included for the first time is a liability for accrued compensation absences. Per the new standards the District’s fund balance now includes these two elements putting the fund balance at \$643,848. However, the fund balance that reflects cash available after all expenses and liabilities are paid is \$271,796. He reviewed the graph analysis of revenues and expenditures going back to 1995. His suggestions for change:

- 1) Include a liability amount to cover sick leave in the budget,
- 2) Include depreciation expense, so as to build a reserve, in the event we need a new roof on the Potlatch Library or to replace all items that are valued at \$2,500 or greater (capitalization amount).
- 3) Collapse all funds down to two – 01 (General Fund) and 02 (Restricted Funds)

Jenness moved that the audit report be accepted. Fischer seconded the motion. Motion unanimously carried.

There was no public comment.

Fischer moved that the December 21, 2004 meeting minutes be approved as corrected. Roberts seconded the motion. Motion unanimously carried. Fischer’s name had been misspelled.

Hasko reviewed the Treasurer’s Report. The Board requested a key listing the expenses that are included in each of the Operations accounts. **Jenness moved that the treasurer’s report be accepted as presented. Fischer seconded the motion. Motion unanimously carried.**

McPherson noted that in addition to the information included in the Director’s Report she had since received a report from Frank Jacobson, the Juliaetta Branch Services Task Force representative. She also sent a letter of support to the Juliaetta Community Improvement Association for their Community Center Building Project that includes space for a new library. In the letter she indicated that the District supports the project but will be limited in its ability to provide financial assistance. The only funding provided by the District would be what is currently provided, staff, utilities, computers, and materials.

McPherson reviewed the Use, Program, and Electronic Use reports. Circulation has remained the same in comparison to last year at this time.

There were no committee reports.

Unfinished Business

Policy review

McPherson wants to withhold approval of the 4.3 “Replacement of and Damages to Materials” policy until next month since there are concerns about some of the wording.

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

- 2.3 CIPA (Filtering) – Remove the first three paragraphs. They are more appropriately procedural.
- 3.0 Collection Development – Typos
- 4.1 Access to Cards
- 4.2 Loss of Privileges
- 4.5 Reciprocal Borrowing Agreements
- 5.5 Public use of library space – Remove information in parentheses

Policy 4.3 will be up for approval at the next meeting.

The following policies will be up for 2nd reading at the February meeting.

6.2 Safety

7.1 Surplus Items

7.3 Public Records

7.4 Record Retention Schedule – Add Trustee minutes. Talk to Historical Society to see if they are interested in receiving the older minutes. McPherson will query LibIdaho listserv to see what other libraries' practices are in this regard.

7.5 References

8.0 Friends of the Libraries – Add after 2nd paragraph " unless they have agreed to take over meeting rooms per policy 5.5

9.0 District Foundation - Typo

10.0 Volunteers – Remove 2nd paragraph

The Board approved the revised position description for the Director along with the evaluation designed to match the position description. McPherson's annual evaluation will be conducted next month. She will get her self-evaluation to the Board about a week prior to the next meeting. McPherson will forward to all staff an invitation from O'Laughlin letting them know that their comments are welcome.

New Business

McPherson is applying for a GLF Staying Connected Grant through the State Library. With these funds the District will purchase 12 new computers and 7 printers. The District's match is \$2,041.23. In addition to the match we need to purchase some new chairs and desks to accommodate the increase in number of computers. The total cost for this project is \$4,171.23. There is money in the Capital Expenditures to cover the cost. **Fischer moved that we submit the grant. Jenness seconded the motion. Motion unanimously carried.** The funding for the new computers and printers should be available early March.

McPherson distributed the report from Anne Cheadle, Access Services Manager listing the number of items over 1 year overdue. The total number of items is 759. McPherson explained that in her experience the police were not interested in following up on this type of issue, small claims court was too staff intensive with resulting costs to the District, and collection agencies will only consider taking on clients where they can expect to make a profit. The only viable option was to waive the fines and fees. **Fischer moved that all materials and/or fines that are over one year old be waived. Jenness seconded the motion. Motion unanimously carried.** This action will allow the District to remove these fines and fees as well as the patrons to whom the costs were attached. This is all part of an effort to clean up District databases in anticipation of joining VALNet.

McPherson explained that Debbie Fischer, Deary Supervisor, had visited with many of her regular library users about the proposed hours change and she has received nothing but approval. The question was asked if any of the other libraries needed to revise their hours. McPherson responded that she had heard nothing from the other supervisors and the Suggestion Forms that she has received only indicate that patrons want more not different hours. **Jenness moved that the Deary hours be changed per the request. Hasko seconded the motion. Motion unanimously carried.**

Fischer moved that the District consolidate Funds 03 & greater into the 01 Fund. Move all 02 Funds to the 01 Fund, with the exception of the branch accounts and any restricted use donations. Roberts seconded the motion. Motion unanimously carried. This is the recommendation received from Konan, noted in the audit report.

The meeting was adjournment at 7:36 p.m.

Next meeting – February 15, 2005 in Moscow