

**Latah County Library District
Meeting Minutes
April 19, 2005
Potlatch Library**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, Ben Jenness, Patti Roberts; Staff – Betsy Bybell, Donna Quiring; Director – Janice McPherson; Visitor – Sandy Dalton

President O’Laughlin called the meeting to order at 5:34p.m.

Roberts, Board clerk, reported that only one person has submitted her petition for the board vacancy. If no write-in candidates come forward by April 29 there will be no election. Sylva Staab will then be announced as our newest board member. She will be sworn in at the June meeting in Bovill.

Fischer moved that the March 22 minutes be approved as submitted. Jenness seconded the motion. Motion unanimously carried.

Hasko was unable to attend the meeting so McPherson shared with the board the discussion that she and Hasko had at their monthly Finance Committee meeting. A comment was shared at last month’s board meeting that if the District’s 2nd tax check was as large as the 1st check we would be considerably over the budget revenue projection. McPherson explained that the 1st check was always larger since some taxpayers choose to pay their full year’s taxes rather than in two payments. Hasko had questioned whether the \$7,379.28 Grants expense had been budgeted for. The answer is “no” but the Grant – PRC; Grant – T-1; Grant – SoftwareHardware; and Grant – Migration revenue would ultimately offset all Grants expense. These lines were added to show the activity that would previously been tracked in a non 01 Fund. In an attempt to keep salary/benefits expenses within budget McPherson explained that she had informed all staff that there would be no authorization for anyone to work beyond their regular scheduled hours. Fischer noted that he would like to see this relaxed a bit so that branch supervisors could attend meetings, such as Friends without jeopardizing their scheduled time. McPherson said that she was trying to follow the previous board mandate to stay within budget. She also noted that it was going to be essential before the next budget was set to identify what the District could afford as regards staff involvement in some of these activities if they can’t be completed within authorized schedules. McPherson also noted that library materials were not being ordered until we are certain that we have received all outstanding invoices so we determine where the budget stands. Finally, McPherson pointed out that while the Operations expense was running high this was largely because of the large one time expenditures. Projections indicate that we will be under budget in Operations by the end of the year. **Jenness moved that the treasurer’s report be approved as submitted. Fischer seconded the motion. Motion unanimously carried.**

Director’s Report

McPherson added the following information to that contained in her monthly report.

- The computers purchased with Gates Staying Connected grant money are being installed this week.
- In response to a query raised at the March board meeting regarding where in state code did it address the 3% maximum increase that the district could take as long as it didn’t put us over the \$.60 pr/\$1,000 limit. Title 63 (63-802) addresses this issue. It also states that the 3% limit does not include new construction taxes, which the district also receives. It is the new construction tax revenue that accounts for the unbudgeted increases that the district enjoys.
- Sought board members to attend the various upcoming community meetings.
 - o Fischer and Jenness plan to attend the April 21 meeting in Troy at the Lions Hall;
 - o O’Laughlin plans to attend the April 26 meeting in Juliaetta at the Grade School; and
 - o Fischer will attend the April 28 meeting in Deary at the library.

Roberts indicated that the newly included reports from the Moscow departments were very interesting. She appreciated this additional information.

Branch Supervisor Report

Donna Quiring, Potlatch Branch supervisor, reported that the library has hosted several authors during the past year. Pat Peek (twice), Dave Johnson, Jack Skille, and Andrea Vogt have all presented at the library and signed books.

The library held a very successful family reading night (Polar Express). The annual Christmas open house drew many visitors to the library. The adult winter reading program had another successful year. The 3rd annual students' art exhibit was, as always, a big hit. And finally the recent Kienholz reception drew a crowd of about 50.

Quiring reported that she has toured numerous groups through the library including the local kindergarten, Awana's, Cub Scouts, Boy Scouts, and summer school students.

The Potlatch Library is very busy with its weekly story times, rotating materials so patrons have new items to browse, and preparing for a big summer reading program. Quiring and her Friends are planning for a centennial and 5 year anniversary open house this summer.

Finally, Quiring touched on some of her concerns. She is noticing an increasing demand to use the computers so she and assistant, Diane Brady, are finding they need to tighten up use procedures. There has been some vandalism in the men's restroom and Quiring is hot on the trail of the perpetrators. Library maintenance issues are a concern such as getting the carpet cleaned as well as painting the interior wall and exterior walls. Of course, the budget issues are causing concern.

Unfinished Business

Policy review

Roberts moved approval of policy 7.6 with the one typo corrected. Fischer seconded the motion. Motion unanimously carried.

The 7.5 References policy was discussed. McPherson will gather information from Pullman, Moscow, and Moscow School District human resource people to see how they deal with this issue. A policy will be presented to the board at their May meeting.

New Business

The August Board meeting date was set for August 23. The meeting will be held at the Moscow Library, since this meeting will include public comment on the budget.

In addition to the Whitman County – Prairie-River comparison report and the Direct and Indirect Cost report both of which were included in the board packets McPherson distributed another report based on the cost allocation model used by VALNet. All of this information is laying the foundation for the budget discussions that will begin at the June board meeting culminating in approval of the budget at the Board's August meeting.

McPherson shared with the board the "elements that if cut would save money" document that all staff will be prioritizing. Included in the board packet was a copy of the comments that staff committee member Debbie Fischer received from staff regarding the elements. Roberts thanked McPherson for the open process being followed in gathering staff and community input in the budgeting process.

The meeting adjourned at 6:52 p.m.

After the meeting McPherson showed board members and visitor Sandy Dalton what the LCLD online catalog will look like once the district goes live on the new Endeavor Voyager system.

Next meeting – May 17, 2005 in Juliaetta