

**Latah County Library District  
Meeting Minutes  
May 17, 2005  
Juliaetta Library**

Attendance: Board – Jennifer O’Laughlin, Steve Fischer, Ben Jenness, Patti Roberts, John Hasko; Staff – Carol Kampenhout, Jan Welles; Director – Janice McPherson; Visitors – Frank Jacobson, Lizzie Baumgardner, John Welles, Jenny Dalton, Megan Wright, Patty McDonald, Carol Rich, Cynthia Nye.

President O’Laughlin called the meeting to order at 5:35p.m.

Several of the public had comments. Written comments from Patty McDonald are appended to the official copy of the board minutes (kept in Business office).

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

Hasko reviewed the budget report indicating that the bottom line amount expended is drawing closer to the percent of the year that has elapsed. Hasko noted that money identified for electronic resources has been moved to adult and youth services collection development staff to spend on print and AV resources. Unspent discretionary money will be freed up for library materials as we become more certain that it won’t be needed for emergency situations or to cover depreciation expense. **Fischer moved that the treasurer’s report be approved as submitted. Roberts seconded the motion. Motion unanimously carried.**

**Director’s Report**

The only addition to the distributed report was that Troy made over \$500 at their book sale. The items not sold will be sent to Deary so they can try to sell them at their sale.

**Branch Supervisor Report**

Jan Welles, Juliaetta Supervisor, reported on highlights of the library service over the past year. A copy of her report is attached to the official copy of the minutes

**Unfinished Business**

Policy review

**Fischer moved approval of policy 7.5 as presented. Jenness seconded the motion. Motion unanimously carried.**

The 7.6 Financial – Bids policy was discussed. The Board would prefer the amount be lowered from \$10,000 to \$5,000. This policy will be up for 2<sup>nd</sup> review at the June meeting. McPherson asked for clarification on how the Board defined “bid”, did they see a formal process or one in which approximately three quotes would be sought with a negotiation process between the library and the vendors. They agreed that the less formal quote process would be sufficient.

McPherson suggested that rather than the Board working through the details of the evaluation process for staff, the director, and themselves that the Personnel Committee – O’Laughlin, McPherson, and new Board member Sylva Staab – develop a policy regarding evaluations and accompanying forms. This would come to the full Board as a recommendation. The Board agreed to this process.

McPherson also requested that the Board authorize her to spend discretionary donations. Any expense would be tracked separately in the budget report and would be no more than the total receipts. The Board approved the request.

**New Business**

Board members comments on how they appreciated the survey process and the resulting information garnered from the feedback. McPherson indicated that “nothing was sacred” when it came to adding any and all suggestions to the list of elements, therefore there were some elements on the list that probably didn’t deserve further consideration. She also indicated that along with the budget scenarios that will be presented – to the managers at their May 18 meeting, staff and the Branch Services Task

Force members at their May 24 meetings – comments will be attached to each of the elements explaining in which scenario they are located or why the element was not given consideration in the draft budgets.

After a brief discussion of the Strategic Plan it was decided to have a staff/board retreat later this fall during which, with the help of a facilitator, we will develop Goals for the Service Responses, rather than remove any of the Service Responses from the Plan.

The only change made to the Board calendar was to move the Board training session from July to October. We will invite surrounding District Boards and Directors to participate in this training. The training will be provided by ISL staff.

McPherson asked if the Board would entertain moving the June meeting from the 21<sup>st</sup> to the 28<sup>th</sup> to accommodate an important White Pines School District Board meeting that is scheduled on the 21<sup>st</sup>. People who would be likely to attend the Library District meeting are the same who want to attend the School Board meeting. The Board approved changing the date of their meeting to June 28. The meeting will be held in the Bovill Library.

It was decided to make available Public Comment both at the beginning and the end of each meeting.

**Fischer moved the meeting adjourn. Roberts seconded the motion. Motion unanimously carried.** The meeting adjourned at 7:29 p.m.

Next meeting – June 28, 2005 in Bovill