

**Latah County Library District
Board of Trustees – Meeting Minutes
October 11, 2005
5:30p.m. – 8:05p.m.**

Attendance: Board – Steve Fischer, Sylva Staab, Patti Roberts, John Hasko, Jennifer O’Laughlin; Director – Janice McPherson; Guests – Louise Regelin, Christine Gray, Gail Biggers, Wayne Schmidt, Patti McDonald, Bill & Sue Mitchell

President Fischer called the meeting to order at 5:30p.m.

There was no public comment at this point.

Corrections noted in minutes were: Baumgardner was misspelled and in the first paragraph of New Business in the sentence that begins “Unless she understood...” should read, “she is going to lose 1.0 FTE staffing Oct. 1.” **Roberts moved that the Sept. 13 minutes be approved as corrected. O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko explained that this is not a final report for FY 2004-05 because there is outstanding revenue and expenditures that are not yet received and posted. He also explained that there is some grant expense, which represents LCLD’s local match requirement that was not built into the budget. McPherson noted that while the report shows a closing balance of \$79,685.29 this includes \$30,222.23 that was Transferred In because of closing all funds except 01 and 02. This amount is actually part of the Fund Balance and is a one-time transfer. Closing the other funds was the accountant’s recommendation. **Roberts moved that the financial report be accepted as presented. Staab seconded the motion. Motion unanimously carried.**

McPherson distributed an addendum to her Director’s Report focused on her attendance at the Idaho Library Association conference.

The board agreed they needed to receive the statistical reports, including the sick and annual leave, quarterly.

Staab reported that the Personnel Committee met to review the position descriptions and the evaluation forms.

Sharon Steiger, Genesee Library supervisor was unable to attend the meeting but did provide a written report, which is attached to the formal minutes.

Unfinished Business

McPherson reported that after visiting with Jenni Schacher (Clearwater Economic Development Association) and Dennis Porter (Idaho Commerce and Labor) she did not recommend the board pursue the grant idea presented by Lizzie Baumgardner at the September Board meeting. McPherson will send Baumgardner a letter indicating the LCLD Board cannot at this time support the grant proposal.

New Business

Information

- McPherson briefly reviewed the ways an individual, organization, or estate can donate to the Library District, branch libraries, or the Foundation.
- McPherson pulled together some 2004 Idaho Public Library Statistics for information purposes only. This report was shared with the Board.

- The Summer Reading Program Annual Report noted the number of participants throughout the county in the program.
- McPherson presented a list of elements that should be included in the Board training and education materials. Board members thought this more formal approach would certainly help new trustees.

Discussion

- The Personnel Policies were accepted and now move to the 2nd reading.

Action

- The position descriptions, as presented, represented staff review and input as well as the recommendation from the Personnel Committee. There were some changes that were suggested:
 - Outreach position no longer needs to have supervisory experience
 - Technical services position in Desirable Qualifications should read "collection management experience"
 - All positions should include "Reviewed" date
 - LA III (Generalist) position should have same Qualifications as other LA III positions

Staab moved that the position descriptions be approved as modified (above). Roberts seconded the motion. Motion unanimously carried.

- The idea of having an adjournment time raised some issues:
 - Do we need to set times for each item in the agenda so if someone wants to come for just one topic they do not miss the discussion?
 - Board members supported the idea of voting at 7:00 to either set another meeting date or continue the meeting.
 - McPherson will see if the Open Meeting Law has any bearing on setting an adjournment time for the meeting.
- The four committees identified in the Board of Trustee's By-Laws will be activated. McPherson presented several names for appointment:
 - John Pool (staff) – Planning Committee
 - Carol Kampenhout (staff) – Finance Committee
 - Jeannie Haag (staff) – Personnel Committee
 - Judy Brown (citizen) – Finance Committee
 - Nancy Hepler (citizen) – Planning Committee
 - Wayne Schmidt (citizen) submitted his application at the meeting and is willing to serve on either the Planning or Policy Committee.
 - The committees are chaired by Trustees:
 - Finance – John Hasko
 - Policy – Jennifer O'Laughlin
 - Personnel – Sylva Staab
 - Planning – Patti Roberts
- The Board approved the Candidate Form but suggested that the form header state that it is for Committee Candidates. McPherson will publicize the District's need for interested people willing to serve on the committees.

Public comment

Public comment was received from several persons in attendance.

The meeting adjourned at 7:00p.m. The Board went into executive session pursuant to 67-2345(1)(b) to continue discussion of the complaint received September 20.

The meeting reconvened at 8:05p.m.

The meeting adjourned at 8:05p.m.