

**Latah County Library District
Board of Trustees - Meeting Agenda
October 11, 2005
Genesee Library – 5:30 p.m.**

1. Call to order
2. Public comment
3. Approval of minutes – Sept. 13 and Executive Session, Sept. 20(Tab A)
4. Treasurer’s Report (Tab B)
5. Director’s Report
 - a. Narrative (Tab C)
 - b. Use & Program Reports (Tab D)
6. Committee Reports
 - a. Personnel
 - b. Finance
 - i. As of 9/22/05: Vacation liability =\$29,242.56; Sick leave liability = \$54,872.84
 - c. Planning
 - d. Policy
7. Branch Supervisor’s Report – Sharon Steiger
8. Unfinished Business
 - a. Report on Juliaetta Community Center grant request
9. New Business
 - a. Information
 - i. Ways to donate (Tab E)
 - ii. 2004 Idaho Public Library Statistics (Tab F)
 - iii. Summer Reading Program (Tab F)
 - iv. Board training and education materials checklist – Director will receive outgoing trustee’s binders, etc. so they can be reviewed ensuring the new trustee will receive complete and accurate information. (Tab G)
 - b. Discussion
 - i. Policy Review – Personnel – 1st Reading (Tabs H,I,J,K,L,M,N,O,P)
 - ii. Position descriptions & evaluation forms
 1. Trustee (Tab Q)\
 2. Director (Tab R)
 3. Managers (Tab S)
 4. LA III (Tab T)
 5. LA II (Tab U)
 6. LA I & Custodian (Tab V)
 - c. Action
 - i. Set meeting time – 5:30 to 7:00 p.m.?
 - ii. Activate committees identified in By-Laws (Tab W)
 - iii. Approve Candidate Form (Tab XYZ)
10. Public comment
11. Executive session pursuant to 67-2345(1)(b) – Review the complaint, further explain, determine progress, set more goals
12. Adjourn

Next meeting – November 15, 2005 in the Moscow Library at 5:30 p.m.