

**Latah County Library District  
Board of Trustees – Meeting Minutes  
November 15, 2005  
5:30p.m. – 6:43 .m.  
Moscow Library**

Attendance: Board – Steve Fischer, Sylva Staab, Patti Roberts, John Hasko, Jennifer O’Laughlin; Director – Janice McPherson; Guests –Wayne Schmidt

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

There was no public comment at this point.

**Roberts moved that the October 11, 2005 minutes be approved. O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko reported that after one month into the new fiscal year 7.92% expenditures are a bit less than the 8.33% of the year lapsed. With the higher assessed property values, the District’s levy rate is about \$.52; \$.08 lower than the maximum allowed by law of \$.60 per \$1,000 assessed value. This leaves the District with about \$110,000 of possible override. Since the county needs to know by November 30 what the District wants on the ballot, the Board directed the clerk to inform the county that we want a levy override and trustee election on the ballot. **Staab moved that the financial report be accepted as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

McPherson distributed several additional handouts as addendums to her submitted report.

- The Foundations investments grew from \$62,102.37 last October to \$67,287.02 this October.
- Four Statements have been drafted in response to patrons questions regarding District policy:
  - o Weeding – Explains why LCLD weeds
  - o Magazine subscriptions – Explains why LCLD will not accept magazine that have been subscribed to at the individual not organizational rate.
  - o Website postings – Explains how branch Friends groups can get local library notices of events and programs posted on the District website.
  - o Donations to branch libraries – States how the District supports each branch providing shelves to house donated materials that are not cataloged and will not circulate through the District’s system, but will be available for local use.

Jeannie Haag, Technical Services Manager, reported to the Board on what services her department provides to the District. Roberts noted that she had met with several of the managers and it was clear that their work supports the District not just Moscow. She emphasized the need to educate the branch patrons of this since many believe that if a staff person works in Moscow that Moscow Library is the only library to benefit. Discussion on how best to share this information produced suggestions that we post statements on the website; invite Friends’ presidents to Moscow to meet with the managers so they too can hear how the work in Moscow is necessary if we are to maintain vital branches; and to share information with the LDAC (Library District Advisory Council).

**Unfinished Business**

McPherson reported that she sent out e-mail notices to her Friends distribution list alerting them of the Board advisory committees and asking any interested folks to complete the Committee Candidate Form. Mary Hughes had submitted a form indicating interest in the Finance Committee. She was appointed to serve on that committee.

Policy review discussions made the following changes:

- 2.1.1 – Probationary Staff: Add reference to 2.4.2 where the probationary periods are identified.
- 3.1 Salaries, Longevity Increases & Cost of Living Increases: The second paragraph will read “In each budget the Board of Trustees will establish an amount of money, driven by availability of funds, that the Director will determine how best to distribute the funds as salary increases upon a satisfactory evaluation. Money can be held back to be distributed later.
- 4.0 Annual Evaluations: The same wording used for managers regarding goals will also appear for Other Regular District Staff.
- 8.6 Funeral Leave: Add that the leave is paid time off.
- 8.10 Medical Benefits: Delete dental coverage. Delete all but the first sentence of the last paragraph.

### **New Business**

President Steve Fischer submitted his resignation. The letter indicated his resignation was for personal reasons. He noted that serving on the board “has been an interesting experience to say the least, and I wish you all the best in your continued efforts to serve the entire district.” We wish Steve the best.

Roberts agreed to serve out Fischer’s term as president. McPherson will alert the public to this vacant position, requesting any interested person’s to complete a Candidate Form. The Board will appoint a replacement at the December meeting. The person appointed will serve only until June 2006. The vacancy resulting from Fischer’s resignation must appear on the May ballot, and the person elected will complete his term which expires in 2008.

The meeting adjourned at 6:43 p.m. The Board went into executive session pursuant to 67-2345(1)(b).

The meeting reconvened at 6:56p.m.

The meeting adjourned at 6:56p.m.