

Latah County Library District
Board of Trustees - Meeting Minutes
December 20, 2005
Moscow Library – 5:30 to 7:25p.m.

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin; Staff – Cathy Ensley; Director – Janice McPherson; Visitors – Cade Konan, Wayne Schmidt, Gail Biggers, Randy Fife

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

Cade Konan presented the audit report. He explained that this is the final audit year that includes major changes. The change represented in this report shows the closing of all capital project accounts and transferring \$18,983 to the general fund and the closure of all special revenue funds, transferring \$4,182 in to the general fund. These transfers help explain part of the \$87,151 in excess revenue over expenditures. Revenues came in \$48,838 over budgeted; \$26,590 from taxes; \$2,522 in interest earnings; \$11,505 in donations; \$8,221 in miscellaneous; and \$32,135 in grant income. Expenses came in under budget by \$16,987; most of this resulted in under spending the personnel account by \$17,120. The reason personnel came in under budget is that grant funds were used to offset some of the personnel costs and this proved to be unnecessary. Library materials overspent by \$6,186 and the automobile account was over by \$642. Plant operations was under by \$8,205.

The fund balance has grown back to \$358,947. Our cash balance is \$358,195. Having cash on hand almost equivalent to the fund balance is unusual and puts the District on a very sound financial basis. Konan did point out that the fund balance should be maintained at a level sufficient to ensure no money needs to be borrowed to cover costs at the lowest cash point reached just before the two large tax payment checks are received. That point is about \$200,000. What that means is that if the District were to overspend its budget it would not be jeopardizing the financial health of the District unless we spend it down below \$200,000. He also pointed out that having a prudent reserve, in addition to the \$200,000, in the event that some major structural work must be done on the Potlatch Library (only building owned by the District) would be wise.

The two suggestions made by Konan are:

- 1) Include the check register of expenditures with each board packet and have the board accept the expenditures.
- 2) Have a board member review and approve the Director’s travel expenditures; the Director will review and approve all other travel expenditures.

Randy Fife, Gail Biggers, and Wayne Schmidt were interviewed as the three who indicated interest in being appointed to fill the vacancy on the board that resulted when Steve Fischer resigned in November.

Cathy Ensley, Youth Services Manager gave a brief presentation to the board focusing on how her position serves the entire District, not just Moscow.

Staab moved that the November 15, 2005 meeting minutes be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.

In Hasko’s absence McPherson briefed the board on the District’s finances. **O’Laughlin moved that the finance report be accepted as presented. Staab seconded the motion. Motion unanimously carried.**

O’Laughlin moved that the November expenditures be accepted. Staab seconded the motion. Motion unanimously carried.

McPherson reported to the board that the city has agreed to take on cleaning of the periphery sidewalks, at no cost to the District. They will also keep the sidewalks and stairs clean and bill the District for that work. The City will also clean the gutters whenever our custodian indicates there is a need.

A patron concern was received regarding some of the magazines in the Moscow Library. McPherson’s response to the patron was seen by the board as very good and resulted in the concerned patron agreeing to adopt several magazine titles that offer other views. The District will not, however, accept anything but all titles added must comply with the collection development policy.

This fits into our collection development goals – to provide a balanced collection. It must be noted that the titles initially questioned are also adopted by an individual.

McPherson reported that the Foundation’s investment accounts have grown over \$6,000 this last year up to \$70,947.72. The Foundation also has a cash balance of \$103.93 at Zions Bank.

The Moscow Library received 38 shares of stock from a patron, which netted \$982.45 to be spent on children’s furniture and educational toys.

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McPherson also included in the board packet a sampling of public relations tools produced by Anne Cheadle, Access Services Manager, to keep the public and staff apprised of migration progress; answering many of the questions that we have received.

Roberts reported that the Planning Committee met December 19. In attendance were Diane Kelly-Riley (Potlatch), John Pool (staff), Steven Stehr (Moscow), Janice McPherson (Director), and Roberts (Board member and committee chair). Roberts is going to contact a several Branch Friends groups to see if she can get another representative.

The Finance Committee will meet January 4 to discuss the viability of pursuing an override for the District.

O’Laughlin moved that all who have indicated interest in serving on the board committees be approved. Staab seconded the motion. Motion unanimously carried.

Staab moved that the personnel policies as amended (grammatical change to 3.1) be approved. O’Laughlin seconded the motion. Motion unanimously carried.

The only change made to any administrative policies during this, the first reading, was to the Patron Conduct Code (2.5). The board liked the tighter wording in the policy. **Staab moved that the District enforce their policies so as to ensure the safe and inviting environment promised in our Strategic Plan’s organizational values. O’Laughlin seconded the motion. Motion unanimously carried.**

The administrative policies now move to the 2nd reading at the January board meeting. It was noted that once the policy committee is up and running the need for three readings may no longer be necessary, since the committee process will allow for fair and equitable input.

O’Laughlin questioned what changes to the Administrative Policy – Friends was needed. All agreed that the major issue that had been raised was whether the branch supervisors were to attend the Friends meetings. This issue is now addressed in the Branch Supervisor’s position description; they are to participate but the time must come from there regular time allotments.

McPherson explained that cutting a check for each Friends group, thereby zeroing out the Summer Reading Program accounts, was supported by the Branch Supervisors, Business Manager, and our accountant Cade Konan. Since the Friends groups are responsible for paying the SRP costs it makes sense that they should control all the money designated for that purpose. **Staab moved that SRP money be distributed to the respective Friends groups. O’Laughlin seconded the motion. Motion unanimously carried.**

McPherson will send her self-evaluation to Staab, who will distribute it to all board members. Staab will also distribute the comments received from staff. The board will meet in executive session January 10 at Staab’s home. McPherson will have Carol Kampenhout, Business Manager, send a copy of McPherson’s evaluation from last year to Staab. The board will provide McPherson with her evaluation at the January meeting, in executive session.

The public meeting adjourned at 7:10p.m.

The executive session pursuant to 67-2345(1)(b) was called to order at 7:11p.m. Discussion of the three applicants for the one vacant board position ensued.

The executive session adjourned at 7:23p.m.

The public meeting reconvened. The board appointed Wayne Schmidt to fill the vacant position. Roberts will contact all three persons tomorrow.

The meeting adjourned at 7:25p.m.

Next meeting – January 17, 2006 in the Moscow Library at 5:30 p.m.