

Latah County Library District
Board of Trustees - Meeting Agenda
May 16, 2006
Juliaetta Library – 5:30 p.m.

Attendance: Board – Patti Roberts, Sylva Staab, John Hasko, Randy Fife; Staff – Carol Kampenhout, Anne Cheadle, Betsy Bybell, Jan Welles; Director – Janice McPherson; Visitors – Chris Kowrach

The meeting was called to order by President Roberts at 5:30p.m.

There was no public comment.

Staab moved that the April 18, 2006 minutes be approved as submitted. Hasko seconded the motion. Motion unanimously carried.

Hasko reviewed the finance report explaining that the money coming from Interlibrary Loan was to cover courier costs between the valley and Moscow Public Library; this expense will be folded into the VALNet expense beginning July 1, 2006. The other item he pointed out was the over-expenditure of the Capital line for computers; this expense had previously been approved by the board. **Staab moved that the report be accepted as submitted. Fife seconded the motion. Motion unanimously carried.**

Staab moved that the April expenditures be accepted. Hasko seconded the motion. Motion unanimously carried.

In addition to the narrative report in the board packets McPherson distributed a monthly report of use statistics.

Committee Reports

Staab, as chair of the **search committee**, reported that they were calling references on four of the applicants. Staab emphasized the importance of having an interview process that allowed all interested person's to be included. The board will go into executive session to discuss the four applicants and an interview process. Once all the reference calls are completed, it may be necessary to hold another executive session for board members. Details will be posted as soon as they are known.

Hasko, as chair of the **finance committee**, presented the proposed budget that had been discussed and approved by the committee. Attached to the budget is "Budget Notes" that shows the current budget compared to the proposed budget and explains the increases of the various lines. The bottom line of the budget is a (\$31,915) balance. The amount does not include staff COLA's. However, in the "Fund Balance Requests" report a 3% COLA along with the \$31,915 negative budget balance are identified as amounts that the committee recommends be taken from the Fund Balance. The District's auditor stated that the District certainly has a healthy Fund Balance from which this amount can be drawn. His concern is that this overage represents an on-going expense and that while the Fund Balance can absorb it next year, if the budget isn't balanced the following year the District is going to be headed for disaster.

The board accepted the finance committee's report and directed McPherson to post the Proposed Budget, Budget Notes, and Fund Balance Requests documents on the District's website.

Roberts, as chair of the **planning committee**, reported that the Strategic Plan, as presented, has been endorsed by all members of the planning committee. She expounded on the elements of the plan that had been removed as a result of input received:

- a timetable for implementation of the plan
- details of what Goal #7 would look like

Other comments received:

- Staff: want to be involved but already overloaded; requested that we move slowly
- Public: took exception to the way the "tiered" plan lumped dissimilar libraries together
- Staab: the plan is good; have group work on details; have the staff working with the director; find a way to get patron feedback but not directly involved in the process; she would be willing to chair a working group
- Fife: we are paying the director, let's have her propose an idea and run it past the staff; her proposal would then go to the new director

Latah County Library District
Board of Trustees - Meeting Agenda
May 16, 2006
Juliaetta Library – 5:30 p.m.

- Hasko: agreed with Fife's assessment

Discussion ensued with Fife asking what three essential service responses were referred to in the fourth bulleted item under "Mission." Roberts explained that the service responses numbered 1,2,3, were in priority order and it was these to which it referred. It was suggested that the bulleted item might be revised to provide clarity.

The board instructed McPherson to begin developing details for items 7.1 and 7.2, which once developed would be shared with staff for input. She will report on this process at the June meeting.

Juliaetta Branch Library Supervisor , Jan Welles, presented the board with her annual report. The written report is attached to the official set of board minutes.

Unfinished Business

Staab moved that the Strategic Plan as presented be approved. Hasko seconded the motion. Motion unanimously carried. See the notes above under the Planning Committee report for details.

McPherson requested permission to expend \$6,000 for a .5 FTE person in the Moscow circulation department through September 2006. During discussion Staab suggested that since we under spent the \$15,000 previously approved for additional staff time during the migration by \$7,500 why didn't we just fund these additional hours in Moscow circ with the unspent portion of what was already approved. Everyone thought this was an excellent solution.

New Business

The June board meeting will be moved from the 20th to 13th to accommodate the two new board members, who have a schedule conflict.

Staab presented a training plan for new trustees. With a few minor changes this will become the standard used in the District for training new board members.

An orientation plan will be developed for the new director once one has been appointed.

Next month is election of officers. Please give some thought as to in which position you would be willing to serve.

The By-Laws, per the By-Laws, are to be reviewed each year during the Annual Meeting (June), so you might want to peruse them ahead of time to see if they need to be changed.

There was no public comment.

The meeting was adjourned at 7:08p.m.

Executive session was convened to discuss personnel issues relating to director applicants.