

**Latah County Library District
Board of Trustees - Meeting Agenda
June 13, 2006
Bovill Library – 5:30 to 8:00p.m.**

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, John Hasko (out-going), Pat Eck (in-coming), Chris Kowrach (in-coming); Staff – Paula Winter, Betsy Bybell, Carol Kampenhout; Director – Janice McPherson; Visitors – Cynthia Nye, Jan Eck, Mr. & Mrs. Ellis Anderson, Diane Rathbun

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

There was no public comment

President Roberts swore in new board members Pat Eck and Chris Kowrach

President Roberts present Hasko with a gift of appreciation from the board. Cake was served after the meeting to both than Hasko and welcome Eck and Kowrach.

Approval of Minutes

O’Laughlin moved that the minutes be approved as amended. Staab seconded the motion. The motion unanimously carried. The changes included:

- Removal of an apostrophe from “person’s” – second line under Committee Reports.
- On page 2, second paragraph add “details for the Strategic Plan ...” for clarification

On page 2 the second paragraph under New Business. The training plan for the new trustees needs to be included in this documentation.

Treasurer’s Report

Hasko reported that after 2/3 of the year lapsed the District has spent 62.45% of its budget. It was noted that Library Generated revenue is down because we discontinued collecting fines during the migration process. Fines began being collected as of June 1. The District is running ahead on Sales Tax revenue. Roberts questioned why the total expenditures amount wasn’t used to calculate the “% of Budget Spent” and McPherson explained that 75% of the grant expenditures was subtracted out since it was reimbursed. **Staab moved that the Revenue Expenditure Report be approved as submitted. O’Laughlin seconded the motion. The motion unanimously carried.**

O’Laughlin moved that the May expenditures be accepted. Eck seconded the motion. The motion unanimously carried.

Director’s Report

McPherson had nothing to add to her submitted report.

Supervisor’s Report

Paula Winter, Bovill Library supervisor submitted a written report recapping the last year. She provided some elaboration on the report to the board. Her report will be included in the official record.

Committee Reports

Staab, as chair of the personnel committee and the search committee for the director reported that the top three candidates had all accepted the interview offer. The candidates are Susan Moore, Daniel Siebersma, and Stephen Cottrell. The interview schedules will be posted on the website by tomorrow. All the sessions are open with the exception of the one with the board, which will be an executive session. **Kowrach** ~~It was~~ stressed that all staff, **including branch supervisors**, should be

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given the opportunity to visit with the candidates. To accommodate the branch supervisors the breakfast meeting was changed to include them.

Unfinished Business

McPherson reported that she had received no comments on the proposed FY'07 Budget. Therefore, the budget approved by the Finance Committee, which included branch, Moscow, and staff representatives, still stands as the draft that will be presented for the formal public hearing at the July 18 board meeting.

The '07 Budget as supported by the Finance Committee shows a \$31,915 deficit, which does not include the \$15,000 for a 3% staff COLA. If the COLA is approved that will increase the budget deficit to \$46,915. This money would come from the Fund Balance. O'Laughlin indicated that this can clearly be a one-time only way to balance the budget but that given the variables – two new trustees, a new director, and recent membership in VALNet – using the Fund Balance to balance the budget seems justified. Kowrach indicated she needed more detailed information on what the budget included before she could form an opinion on whether to support it as presented.

McPherson reported on the Planning to Plan document that she drafted as the board requested. Clearly, if a radical change in how the District allocates staff time that results in a reduction in open hours is to be developed and implemented, some serious discussions must first take place among the staff and with the director. The Planning to Plan document was intended to identify a structure that would provide some direction for the discussions. McPherson shared with the board that when she met with staff to discuss this document she was both frustrated and confused. Staff, since the first round of staff cuts have indicated an increased stress level and an inability to get their work done. McPherson indicated to the staff that the issues that this document is aiming to address are the very issues brought to her by them and now it seems that they are very hesitant to do anything to address their concerns. The staff did make some valid points however, when they pointed out that even if changes are made to free up some staff time the bottom line issue – the budget is not balanced – remains. So, McPherson passed on to the board a statement that was crafted by some of the staff “This Plan could be very productive or a waste of time, depending on:

- New Director
- Support of the board”

McPherson concluded by saying that she is unable to make a recommendation on this issue, based on the input received from staff, at this time.

New Business

Staab noted that until the director is selected it is impossible to determine what sort of orientation plan is necessary, given their different backgrounds.

The questions for the candidates were discussed. Kowrach was adamant about seeing some writing done by each of the candidates. Her concern was ~~that unless you monitor the writing of a candidate it could be falsified.~~ **due to the fact that such large part of the library director's communication is via the written word there should be a portion of the application that exhibits his/her style of writing. A** ~~After a lengthy discussion, it was decided~~ **recognized that the cover letter, even with opportunities for others to write it, would have to typically serves as the example of a candidate's written communication abilities due to time constraints. The first candidate's interview is already scheduled and she is not able to be contacted to provide us with a written response to some interview questions.**

Every person attending a session with the candidates will be given the opportunity to submit written comments. There will be a form available at the session, which must be completed promptly and returned to Sylva Staab or send an e-mail to Staab with comments. The board is scheduled to go into

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executive session on Saturday, July 1 at 9a.m. at Staab's house to select the person to whom they will offer the position. Prior to this meeting Staab and O'Laughlin will ensure all trustees receive a copy of all comments that are submitted.

Elect officers

President – Patti Roberts
Vice President – Sylva Staab
Treasurer – Pat Eck
Clerk – Chris Kowrach

Review and update, if necessary, By-Laws

Although Kowrach had numerous comments and questions she deferred to discussing them at a later date, given the lateness of the hour.

Approve Holiday schedule – June 2006 through May 2007

The Holiday Schedule was approved as submitted.

Public comment

Betsy Bybell shared some information on one of the director candidates, that she as a member of the search committee was privy to. She also wanted to know if the staff should have a list of questions for the candidates and Staab indicated that the quality of the information received is better if all are asked the same questions.

The meeting adjourned at 8:00p.m.

**Next meeting – July 18 , 2006 in the Moscow Library at 5:30 p.m.
Public Hearing on the Proposed Budget**