

**Latah County Library District
Board of Trustees - Meeting Minutes
August 15, 2006
Deary Library**

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, Pat Eck, Chris Kowrach; Staff – Carol Kampenhout, Debbie Fischer; Interim Director – Anne Cheadle; Visitors – Sandy Dalton

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

Thanks and welcome were expressed by board members to Cheadle for her willingness to serve as Interim Director.

It was moved and seconded that the minutes for the July Board meeting be approved. Motion unanimously carried.

Eck presented the July financial reports. He indicated he saw no red flags and clarification on various points was offered by Kampenhout. Regarding the LSTA grant for joining VALNet, Kampenhout clarified that the grant was now final, that the district paid a 25% match, and that we didn’t use all the grant funds available. Kampenhout also clarified that some budget categories were different now due to the fact we moved our accounting system to Quickbooks from Cougar Mountain software, but that the categories would now be increasingly consistent. There was a discussion of how to take into account outstanding fines and losses for materials. It was moved and seconded to accept the July revenue and expenditure report. Motion unanimously carried.

The July accounts payable report was presented by Eck. After some clarifications, it was moved and seconded that the report be accepted. Motion unanimously carried.

No additions were offered to the Director’s report.

Use statistics were presented by Cheadle. It was noted that the July use and program statistics included corrections that were made to previous totals, as well as previously missing March circulation numbers.

There were no committee reports. However, as a representative of the Policy committee, O’Laughlin asked that thought be given to a process through which staff could identify policies that they felt merited attentive review. As a representative of the Finance Committee, Eck expressed interest in investigating new funding sources and re-vitalizing the Library District Foundation. Roberts also reported on the progress of the board’s project to thank and recognize library volunteers and Friends groups.

Debbie Fisher presented the Deary branch report. A written copy of her report was given to board members and will be appended to the minutes.

Unfinished Business:

The budget for FY 2006-2007 was presented by Cheadle and Kampenhout. There was clarification offered by Kampenhout on the recalculation of income in two categories. It was moved and seconded that the budget for 2006-2007 be approved. Motion unanimously carried.

New Business:

The questions of “Where do we want the library to be in six months?” and “What action we want to take on Goal #7 of the library’s Strategic Plan?” were discussed in tandem. After discussion, the following list of goals was moved and seconded for approval. Motion was unanimously carried.

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Goals:

- Stabilize. Use this time to get on top of recent changes.
- Involve communities
- Build trust
- Look at district as a whole
- Gather information
- Begin to address financial sustainability

The agenda item concerning communications was tabled until the next board meeting.

The issue of the operational procedure regarding timesheets and backup staffing was briefly presented by Cheadle. After discussion, it was agreed that the director would notify the board of any planned absences on her part and that, in her absence, questions from board members and staff would be routed to the library manager most connected to the issue in question.

The meeting adjourned at 7:00 PM.

Next meeting – September 19, 2006 at the Genesee Library at 5:30p.m.