

**Latah County Library District
Board of Trustees - Meeting Minutes
October 17, 2006
Troy Library**

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

President Roberts called the meeting to order at 5:34 PM.

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

Eck presented the August and September financial reports. He indicated he was pleased that the fund balance was not drawn down as much as originally budgeted. He also got clarification that the Revenue and Expenditure reports are presented in an Excel format rather than Quickbooks. After these and other clarifications, it was moved and seconded that the treasurer’s report be approved. Motion unanimously carried.

The August and September accounts payable reports were presented by Eck. After some clarifications regarding the vendors, it was moved and seconded that the reports be accepted. Motion unanimously carried.

No additions were offered to the Director’s report.

Use statistics were presented by Cheadle.

There were no committee reports.

The Troy Branch Supervisor was unable to attend the meeting, but her written annual report was shared with board members. A copy of the report will be appended to the minutes.

Unfinished Business:

It was agreed to revisit the communication plan that currently exists between the Board of Trustees and the Director. The board discussed expanding the plan so that it addresses how to properly handle public complaint and criticism, and offers ground rules for appropriate communication between the various library stakeholders—board, director, staff and public. Staab and O’Laughlin will work on a revising the communication plan and present a draft at the next board meeting.

Relevant to the topic of communication guidelines, Cheadle raised the question of developing guidelines for monthly and annual staff reports to the board. After discussion of what these guidelines might include and why, it was suggested that Cheadle present a draft of suggested guidelines at the next board meeting.

New Business:

The Board of Trustee meeting calendar for 2006-2007 was presented by Cheadle. A motion to approve the calendar was moved and seconded. Motion unanimously carried.

The library’s policy 4.3 Replacement of and Damages to Materials was presented by Cheadle with proposed revisions for a first reading. Kowrach suggested including the referenced Idaho Code in the policy and also requested that the policy specifically address damaged material. Cheadle will work with managers and staff on revisions and present a second draft at the next board meeting.

On the topic of identifying the next policies to be reviewed: O’Laughlin suggested reviewing the Salary and Compensation section of the Personnel Policy as a high priority. She will work with Cheadle on forming a new

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policy committee and beginning the review process. If possible O'Laughlin will present a first reading of at least some personnel policies at the next board meeting.

In other new business, Kowrach shared that she is working on assembling a packet of information and a calendar for the Board of Trustees Clerk responsibilities.

There was no public comment.

At 6:50 PM, the board went into executive session to discuss personnel issues.

The executive session ended and the meeting was adjourned at 7:00 PM.

Next meeting – November 21st at the Moscow Library at 5:30p.m.