

**Latah County Library District  
Board of Trustees - Meeting Minutes  
November 21, 2006  
Moscow Library**

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

President Roberts called the meeting to order at 5:36 PM.

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

Eck presented the October financial report. He observed that in this first month of the new fiscal year, he appreciated Kampenhout’s clarifications about certain expenditure categories. The materials budget was high due in part to annual subscription costs for reference, McNaughton, and electronic resources. Personnel expenditures were under budget but that will see some adjustment in January. The insurance expenditures for Auto, General and Board/Director represented the annual totals and therefore came in under budget. After these and other clarifications, Eck stated that he felt the district was doing well with expenditures. It was moved and seconded that the treasurer’s report be approved. Motion unanimously carried.

The October accounts payable report was presented by Eck. It was moved and seconded that the report be accepted. Motion unanimously carried.

No additions were offered to the Director’s report. Roberts offered to assist with next year’s Adopt-A-Magazine promotion.

Use statistics were presented by Cheadle. It was agreed that in the future this information will be submitted monthly to board members via e-mail, but not provided in hard copy.

O’Laughlin presented the Policy Committee report. She has recruited members to the committee and it is currently reviewing the Salary and Compensation policy. She hopes to finalize any revisions by next month and ask for a vote at the December board meeting. This is due to the fact the policy changes would affect payroll as of January 1<sup>st</sup>. After discussion, it was agreed that the Policy Committee would also review the following personnel policies: 8.2 Sick Leave, 8.3 Sick Leave Bank, and 8.12 Mileage Reimbursement and Travel Guidelines.

Cathy Ensley presented the Youth Services Department annual report. A copy of the report will be appended to the minutes.

Unfinished Business:

The library’s policy 4.3 Replacement of and Damages to Materials was presented by Cheadle with proposed revisions for a second reading. She suggested adding a statement to clarify that minor damage charges would be assessed based on standard LCLD guidelines. Other changes were discussed but not endorsed. This policy will be presented for a third and final reading in December.

On the subject of the Communications Statement, Staab and O’Laughlin circulated a proposed statement via e-mail prior to the meeting. Kowrach offered feedback via e-mail and other board members also expressed interest in commenting. It was agreed to table discussion until Staab could be present.

Cheadle presented proposed guidelines for staff reports to the Board. The guidelines met with approval from board members. Cheadle will take these guidelines to staff for their information, and for further refinement of the ideas.

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Cheadle presented a follow-up to the idea of amending the 2006-2007 budget to lower the projected deficit. The county has indicated our projected revenue from property tax will not be impacted by the increase in the homeowner's exemption. However, the district's mil rate has been affected and is now \$.545. This put the district closer to its \$.60 allowed maximum. Cheadle indicated that with so many variables in the personnel expenditures category, it is premature to cut expenses elsewhere.

New Business:

Cheadle presented a proposal for a staff in-service day on December 12<sup>th</sup>. The board approved closing the libraries on that day to allow maximum staff participation.

Cheadle requested that the audit report and policy review be scheduled for the December Board meeting, with the presentation of the annual report moved to January. The request was approved.

Eck presented a status report on the district's Foundation, and shared the proposed mission statement.

Public comment was offered by Kampenhout. She expressed support for Cheadle in her role as Interim Director.

At 7:20 PM, the board went into executive session to discuss personnel issues.

The executive session ended and the meeting was adjourned at 7:40 PM.

**Next meeting – December 19<sup>th</sup> at the Moscow Library at 5:30p.m.**