

**Latah County Library District  
Board of Trustees - Meeting Minutes  
March 27, 2007  
Moscow Library**

Attendance: Board – Patti Roberts, Sylva Staab, Jennifer O’Laughlin, Chris Kowrach; Pat Eck; Staff – Carol Kampenhout; Cathy Ensley; Director – Anne Cheadle, Members of the public; Jan Eck, Sheila Reed

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

Roberts welcomed the visitors. There was no public comment.

Roberts presented the minutes from the February meeting. Eck recommended dropping the incorrect “be” in the paragraph addressing the financial reports. Staab moved and O’Laughlin seconded to approve the minutes as corrected. Motion unanimously carried.

Eck presented the Treasurer’s report. He commented that the interest income was impressive and that the utility expense seemed high. Kampenhout said that the high utility cost was typical of cold winter months. Eck added it appeared the library was going strong. O’Laughlin moved and Staab seconded to accept the Treasurer’s report. Motion unanimously carried.

Eck presented the February expenditures. O’Laughlin and Kowrach commented that they liked the new format for the report. Staab moved and O’Laughlin seconded to approve the February expenditures. Motion unanimously carried.

Cheadle presented the Director’s report. She added that the March booksale sponsored by the Friends of the Moscow Library appeared to have netted about \$6,200. Roberts expressed appreciation for the donation by the Idaho Department of Commerce and Labor and asked that the library acknowledge the donation with a letter. O’Laughlin commended Cheadle for now providing minutes of the managers’ meetings to all library staff. Kampenhout was commended for talking to the city of Moscow about joint efforts to solve current building needs. Kowrach commented that she appreciated the bulleted format of the Director’s report and thanked the staff for adopting the new format. Roberts asked whether the District was seeking additional substitute workers. Cheadle responded that the library was not actively recruiting but that interested people were welcome to approach the Access Services Manager.

Cheadle presented the Use and Program Statistics. She reminded board members to keep in mind that the library made the transition to VALNet in February 2006 and this transition involved library closures and issuing new VALNet library cards to all district patrons.

O’Laughlin presented a proposed revision to Personnel policy 2.1.6 on behalf of the Policy committee. The proposal was as follows:

**EXEMPT STAFF:** The Director is the only Exempt position. This position is not eligible for overtime pay. ***Change to: The Director and full-time managers are classified as exempt. These positions are not eligible for overtime pay.***

She relayed the information that the library managers were interested in acting on this policy revision as quickly as possible. Staab presented on behalf of the Personnel Study Group, advocating that all full-time library management positions be defined as exempt. She stated that this change was in accordance with the Fair Labor Standards Act, and that management positions were typically salaried and exempt. This change would mean that full-time library managers would only report their time away from work, rather than exact hours worked. Staab added that the expectation was still that these were 40 hour/week jobs. Roberts asked if any board members had issues with the proposal and none were offered. It was unanimously voted to accept the revision as proposed.

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Cheadle addressed the agenda item referring to the Access Services Manager report. Since the library is currently conducting a search to fill this position on a permanent basis, she and the interim managers suggested waiting until the transition is complete.

Ensley reported on the Summer Reading program. She presented statistics on local and state reading scores and summarized the activities of the Library District summer programs. She also offered board members the opportunity to watch the informational DVD on Summer Reading provided by the Idaho Commission for Libraries.

Staab presented on the subject of the Communications Statement. She suggested that, rather than continue to refine a separate document addressing library communications; the board instead encourage new members to read the chapter on "Relationships" in Mary Y. Moore's book "The Successful Library Trustee Handbook". She asked board members to review that chapter and bring their comments to the next board meeting.

Roberts presented an addition to Personnel policy 2.6.1 for a third and final reading. It was moved, seconded and unanimously approved to accept the addition as presented below:

"Selling non-library-sanctioned goods or services to the general public during work time is prohibited."

Kowrach presented a draft of the 2007 Trustee Candidate Information packet that she proposed making available when the filing period began on March 30th. The packet met with general enthusiasm. Several board members expressed appreciation to Kowrach for her efforts. Some suggestions were offered; Kampenhout pointed out the need to correct the Idaho Statutes information. A copy of the packet is appended to the minutes.

Cheadle presented the topic of ILA membership. She asked the board for latitude in offering paid membership in the Idaho Library Association to interested staff members as the budget allowed. Staab stated that latitude was in the director's purview and other board members agreed on the importance of staff development.

Cheadle presented the question of the relationship between District equipment and supplies and the LCLD Foundation. Roberts suggested doing further research on the question before a decision was made. It was suggested that in the meantime the library proceed conservatively and consider the District resources separate.

Kowrach shared that the December staff training day had cost the District \$653 in additional staff time.

Public comment was solicited. Roberts thanked the visitors for their interest in the library. Jan Eck asked whether policy permitted volunteers to supervise the library space for the purpose of after-hours meetings. Cheadle clarified that current policy required a library employee to be present when library space was in use and offered suggestions to help accommodate the need.

The meeting was adjourned at 7:00 PM.

**Next meeting – April 17<sup>th</sup> at the Potlatch Library at 5:30 p.m.**