

**Latah County Library District
Board of Trustees - Meeting Minutes
April 17, 2007
Potlatch Library**

Attendance: Board – Patti Roberts, Sylva Staab, Chris Kowrach; Pat Eck; Staff – Carol Kampenhout; Donna Quiring; Director – Anne Cheadle, Members of the public; Jan Eck, Sheila Reed

Roberts called the meeting to order at 5:32 PM.

Roberts welcomed the visitors. Jan Eck expressed her appreciation to the board for the work they do.

Roberts presented the minutes from the March meeting. Staab moved and Kowrach seconded to approve the minutes as written. Motion unanimously carried.

Eck presented the Treasurer's report. He commented that the financial position looked strong right now and expressed his enthusiasm for the challenge of working on the 2007-2008 budget. He reported that Kampenhout was currently working on those preliminary numbers. He shared his opinion that the library could afford to deplete its fund balance a little. Staab moved and Kowrach seconded to accept the Treasurer's report. Motion unanimously carried.

Eck presented the March expenditures. Kowrach moved and Staab seconded to approve the expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She also distributed copies of a new LCLD brochure informing patrons of the independent "Library Elf" service. In recognition of Volunteer Appreciation Week, Cheadle thanked the trustees for their work on behalf of the district. Eck shared that Bovill community member and LCLD Foundation representative Becky Kellom had attended a recent Bovill Friends meeting and presented information about the Foundation. Cheadle distributed copies of the "Supplemental Edition to Idaho Library Laws" to board members.

Cheadle briefly presented the Use and Program statistics. She reminded board members as she had last month of the impact of 2006 VALNet membership on the circulation numbers.

Roberts announced that in board member O'Laughlin's absence there would be no report from the Policy Committee.

Potlatch library supervisor Donna Quiring presented her annual report. A copy of the report is appended to the minutes. Roberts thanked Quiring for her report. Cheadle asked to go on the record expressing her appreciation to Quiring for her exceptional service to the Library District.

Staab addressed the Communications Statement. The issue was whether a statement was needed or whether more general resources would serve the purpose. She asked if board members had reviewed the "Relationships" chapter in Mary Moore's book "The Successful Library Trustee handbook" and they had. Roberts had two concerns about substituting that chapter for a more library-specific statement about appropriate communications. Her first concern was whether the chapter addressed the need and her second was how the library could train to the chapter. It was decided that the chapter did address the needs in general and existing policies gave appropriate guidance to staff for addressing their concerns. Staab and Cheadle will work together to link information from the "Relationships" chapter to the library website for general reference.

Cheadle presented the issue of reviewing and updating the district's Strategic Plan. The review is scheduled annually for spring. After discussion, Roberts tabled the review until after the 2007-2008 budget is approved.

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Kowrach presented information on the library trustee candidacy. Both Loreca J. Stauber and Sheila Reed submitted a certified petition for candidacy prior to the April 13th filing deadline, therefore an election is mandated. Because there is no other countywide entity in need of a May 2007 election, Kowrach and Cheadle have been working with the County Clerk and her staff to develop procedures and guidelines so that the library district can conduct its own independent election.

Kowrach informed board members that the library's insurance agent confirmed that board members were covered by liability insurance for any errors and omissions connected with the election process.

Cheadle distributed copies of trustee election documents that are currently in development. A copy of each document is appended to the minutes. The draft documents included: a memo from the board to the County Clerk, one sample and one final ballot, a candidate information questionnaire, a list of polling places, a memo from the board to LCLD staff and volunteers, and a proposed timeline of election-related activities.

Board members were asked to read and sign the memo requesting assistance with election matters from the County Clerk and her staff. A copy of the memo was circulated and signed by all board members present.

Kowrach asked board members to review the sample and final ballot drafts. Board members identified three errors in spacing on the ballots and asked to enlarge the box for write-in candidates so that it was the same size as the other two boxes. Kowrach moved and Eck seconded to approve the ballots as corrected. Motion carried. Cheadle will make the corrections.

Kowrach identified the need to provide basic information about the candidates on the library website and presented a draft of a candidate information questionnaire. It was suggested to change "home address" to "location" in the interest of protecting candidate privacy. The board accepted this format as amended. Roberts will make the change and distribute the questionnaire to the candidates.

Kowrach presented the polling places listing. The proposed election plan has the district libraries serving as the polling locations with absentee voting taking place at the county courthouse. Errors were identified on the polling location listing.

At this point, it was suggested that the board authorize Kowrach to sign and approve election-related documents on behalf of the board. This authorization was approved unanimously.

Kowrach asked board members to review the draft memo to library staff and volunteers. Suggestions were made for improving the memo. It was moved, seconded and carried by unanimous vote to approve the memo as amended. Cheadle will e-mail the document to Roberts who recorded and will implement the amendments before e-mailing the memo to library staff. Roberts will at that time ask library staff members to share the memo with their volunteers.

Eck asked if there were election expenses for which the board needed to authorize approval. Kowrach moved that the board authorize the library to pay for 1500 ballots printed according to the County Clerk's recommendations. Eck seconded the motion and the expense was approved unanimously.

Kowrach identified the need for eight polling location stamps at the cost of \$11.50 each. The expense was approved unanimously.

Cheadle noted that the County Clerk recommended that the board approve the list of election officials once that list is developed.

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There was discussion of the proper format and distribution of election notices. Kowrach will ensure that notices are sent to the newspaper(s) of record for the district.

Staab moved and Eck seconded to pay reasonable expenses to publicize election information. Authorization approved unanimously.

Kowrach asked board members to review and approve the draft of election procedures and timeline. A copy of the draft was circulated and signed by all board members present.

Kowrach and Cheadle brought up the possibility that the board might need to hold one or more special meetings regarding the election. Tuesday was identified as the best day for special meetings, with Tuesday May 8th at 1:00 PM specifically mentioned.

Roberts invited public comment. Sheila Reed indicated that in the interest of the public good she would like to investigate the option to withdraw her candidacy. Roberts thanked her for her generous intention and indicated that would be her option to pursue. Reid will first try to contact the other trustee candidate and then inform Roberts of her decision.

Roberts adjourned the meeting at 7:55 PM.

Next meeting – May 15th at the Juliaetta Library at 5:30 p.m.