

**Latah County Library District
Board of Trustees - Meeting Minutes
June 19, 2007
Bovill Library**

Attendance: Board – Sylva Staab, Jennifer O’Laughlin, Chris Kowrach; Pat Eck; Loreca Stauber; Staff – Carol Kampenhout, Paula Winter; Director – Anne Cheadle. No members of the public were in attendance.

In Roberts’ absence, Vice President Staab called the meeting to order at 5:30 PM.

There was no public comment.

Staab administered the oath of office to incoming library trustee, Loreca Stauber. Staab presented Stauber with a certificate acknowledging her new office and then Staab and other board members welcomed Stauber.

Staab presented a certificate of appreciation to outgoing board member O’Laughlin. O’Laughlin spoke briefly, commenting that her five year tenure had been a learning experience and expressing her appreciation for the opportunity. Cheadle presented O’Laughlin with a card and gift certificate on behalf of the library staff.

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

Eck presented the Treasurer’s report. He asked about the sales tax revenue and Kampenhout confirmed that sales tax receipts were on track. Eck commented that the library materials budget line was now approaching a point where the collection librarians needed to exercise caution. Kampenhout shared that each month the collection librarians were given an updated budget worksheet to facilitate planning and reminded board members that donations to the adult and youth collections were added to the librarians’ spending limit without being included in the budget line. Eck then stated his perspective that the library budget appeared to be in good shape based on the percentage of fiscal year elapsed.

There were no other questions. Stauber moved and Kowrach seconded to approve the Treasurer’s report. Motion unanimously carried.

Staab solicited comments on the May expenditures. Eck asked what the “G&M” reference was on the last page of the check register report and Kampenhout clarified that this referred to the Gifts and Memorials account. Kowrach moved and Eck seconded to approve the May expenditures. Motion unanimously carried.

Cheadle presented the Director’s report. She added three items to the written report. First she asked if board members would like to receive by e-mail a copy of the June 21st Pulse column promoting the Adopt-A-Magazine campaign written by new Access Services Manager, George Williams. All board members requested a copy.

Then she shared two patron letters and the library’s response. The first letter concerned the children’s book “Unicorns in the Rain” by Barbara Cohen and requested that the book either be removed from the library or relocated out of the juvenile collection. Cheadle said that she called the patron upon receiving the letter to explain the library’s process. Cathy Ensley, the Youth Services Librarian, then reviewed the book and determined that based on the age and condition of the book it fell within the district’s weeding guidelines. The book was discarded on her recommendation.

The second letter concerned the use of herbicides and chemical air freshener on the Moscow library grounds and in the building. Cheadle read her proposed letter of response. There were no changes suggested and Cheadle will mail the letter as written.

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Eck then thanked Cheadle for following up so promptly on the issue of safety in the libraries. As part of the ensuing discussion, Stauber commented on the lack of an answering machine in the Genesee Library and Cheadle will investigate the idea of having an answering machine in each library.

Eck commented that he was pleased to see the possibility of additional patron computers available through the Gates Foundation grant.

Cheadle presented the Use and Program statistics. Eck asked and Cheadle clarified that the circulation statistics reflect all items checked out at a particular library no matter the item's home library. She noted that George Williams is working with Chris Sokol to develop Access reports that provide more detailed information about use. Kowrach pointed out that Bovill had experienced a 41% increase in circulation over last year's numbers.

Bovill library supervisor Paula Winter presented her annual report. A copy of the report is appended to the minutes. Stauber asked questions regarding the relationship between the Bovill library and the Idaho Trust Heritage Foundation. Eck confirmed that there was a sunset clause to the terms of their grant agreement. Stauber proposed the idea of a heat exchanger at the library to save on utility costs. Eck asked Winter whether she had an adequate number of patron computers and she confirmed that she did.

Staab, Eck and Cheadle all thanked Winter for her report and for her outstanding service to the library.

Staab then presented new business. After brief discussion, Staab presented the following slate of officers:

- President – Staab
- Vice President – Roberts
- Treasurer – Eck
- Clerk – Kowrach

Eck moved and Kowrach seconded to accept the slate as presented. Motion unanimously carried.

Cheadle then presented the proposed list of library holiday closures for July 2007-June 2008. Eck moved and Stauber seconded to approve the closure dates as presented. Motion unanimously carried.

Staab presented the board by-laws for review. After discussion, the board agreed that no changes to the by-laws were needed at this time.

Eck, Cheadle and Kampenhout presented the proposed 2007-2008 budget. Eck commented that the budget seemed to be in line with the board's request to Cheadle that she continue to pursue stabilization. Kowrach had forwarded questions regarding the budget to Cheadle and Eck that will be addressed at the July board meeting. Staab asked board members to direct any further questions to Cheadle as they arose.

There was no public comment.

Staab then confirmed there was no need for an executive session.

Staab adjourned the meeting at 6:50 PM.

Next meeting – July 17th at the Deary Library at 5:30 p.m.