

**Latah County Library District
Board of Trustees - Meeting Minutes
September 18, 2007
Troy Library**

Attendance: Board – Sylva Staab, Patti Roberts, Chris Kowrach, Loreca Stauber; Staff – Carol Kampenhout, Margie Fitzmorris; Director – Anne Cheadle. Member of the public – Bill Warren

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

There was no public comment.

Staab solicited comments on the August meeting minutes. Roberts moved and Kowrach seconded to approve the minutes as written. Motion unanimously carried.'

Cheadle requested a revision to the July meeting minutes. She asked to add the following paragraph to the minutes: "Staab solicited comments on the June meeting minutes. Roberts moved and Kowrach seconded to approve the minutes as written. Motion unanimously carried." The board approved this correction.

Staab presented the Treasurer's report. She noted that the Rev/Exp report indicated the library was substantially in the black at this point and said that after two meetings with Cheadle and Kampenhout she recommended that the library use its money toward needed purchases before the end of the fiscal year. Purchases under investigation include: partnering with the Friends of the Moscow Library to purchase new lounge chairs for Moscow, upgrading several monitors, purchasing computers as needed to comply with the upgrade schedule, purchasing van rims, refinishing tables and bookcarts as needed, purchasing furniture to accommodate a new computer configuration in Genesee, and replacing certain windows in the Technical Services area. Staab noted that these purchases would not cause the library to exceed its approved budget.

There was extended discussion on budget philosophy. Staab noted and Stauber concurred that the Director had the authority to spend as long as it was within the approved budget. Cheadle suggested that in the future ideas for end-of-year spending be purposefully developed over the course of the year.

Cheadle also commented that special purchases under consideration for 2007-2008 include better climate control in the Potlatch Library, automated Internet signup software and equipment, and safety enhancements for the district libraries.

Roberts moved and Stauber seconded to accept the Treasurer's report. Motion unanimously carried.

Staab solicited questions on the August expenditures and there were none. Roberts moved and Kowrach seconded to approve the August expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She handed out copies of the Pulse article promoting the Everybody Reads title "The Deep Dark", as well as bookmarks created by the Adult Collection Librarian for an upcoming "Walk on the Wild Side" event at Phillips Farm. Cheadle added that the Avista energy audit for the Moscow Library had taken place earlier in the day.

Cheadle presented the Use and Program statistics. She noted that library staff were currently investigating ways to better evaluate and articulate patron Internet use in the libraries. She also noted that the Moscow Library had recently changed its patron Internet signup procedure in order to better capture statistics.

Staab confirmed there were no committee reports.

Troy Library supervisor Margie Fitzmorris presented her annual report. A copy of the report is appended to the minutes. Staab and Cheadle both thanked Fitzmorris for her report and for her outstanding service to the library.

Staab presented the status of the scheduled review of the LCLD Strategic Plan. She said that she and Cheadle would like to establish a review group that included staff, board members and county residents. She confirmed that she would like to have the review completed before December 2007 with recommendations to the board therefore scheduled for presentation in November. After discussion, Staab volunteered to lead the review group. Stauber will consider joining the group and Kowrach offered herself in reserve if needed.

Staab addressed the issue of the board vacancy. She confirmed that one application had been received during the open period and introduced William A. (Bill) Warren as the applicant. Staab led the board in a brief interview process and board members described the duties and expectations of the job.

Roberts moved and Kowrach seconded to appoint Warren to fill the board vacancy. Staab administered the oath of office. Kowrach presented Warren with a signed certificate welcoming him to the board and Cheadle gave him a set of resource materials. Staab directed Warren to Cheadle for further orientation.

Cheadle presented the 2007-2008 board meeting calendar. Roberts moved and Stauber seconded to approve the calendar as presented. Motion unanimously carried.

Staab addressed the issue of beginning the annual policy review. Roberts volunteered to chair the policy committee since Staab is serving as chair of planning. Roberts will work with Cheadle to add members to the policy committee and Staab offered to serve as a resource on personnel issues.

Kowrach distributed an updated (July 2007) Idaho Open Meeting Law Manual to board members and to Cheadle.

Staab offered to continue to serve as board Treasurer until another board member feels comfortable taking that role.

Under other new business, Staab presented a letter from a Moscow resident following up on the idea of a cross-town book return for library materials. Cheadle offered the results of research that included cost estimates for a remote drop, demographic information, and a review of the current strategic plan. Based on this research, she recommended that the district not commit itself to this project at the current time. Stauber asked that Cheadle or the board follow up with the patron. Staab suggested that the planning committee invite the patron to participate on the committee.

There was no public comment.

There was no executive session.

Staab adjourned the meeting at 6:50 PM.

Next meeting – October 16th at the Genesee Library at 5:30 p.m.
