

**Latah County Library District
Board of Trustees - Meeting Minutes
November 20, 2007
Moscow Library**

Attendance: Board –Patti Roberts, Chris Kowrach, Loreca Stauber, Bill Warren; Staff – Carol Kampenhout, Cathy Ensley; Director – Anne Cheadle. No members of the public were present.

In Staab's absence, Roberts called the meeting to order at 5:30 PM.

There was no public comment.

Roberts solicited comments on the October meeting minutes. Kowrach moved and Warren seconded to approve the minutes as written. Motion unanimously carried.

In Staab's absence, Kampenhout presented the Treasurer's report. She indicated that the library's revenues and expenditures were on track for this time of year and that the finances were looking good. Kowrach moved and Stauber seconded to accept the Treasurer's report. Motion unanimously carried.

Kampenhout added that on November 21st she would send the library's auditor all materials related to the audit. Kowrach asked and Kampenhout clarified that the "G&M" in the financial reports stands for "Gifts and Memorials".

During discussion of the financial reports, Stauber shared a second e-mail address that she thought might be more convenient for board purposes. Cheadle will set Stauber's existing e-mail to forward to the new address so that public directory listings may stay the same.

Roberts solicited questions on the October expenditures. Kowrach asked and Kampenhout clarified that the two payments to First Step Internet consisted of the normal monthly charges plus the annual anti-virus software subscription. Stauber moved and Kowrach seconded to accept the October expenditures. Motion unanimously carried.

Cheadle presented the Director's report. She shared samples of the stationery selected on a trial basis for use by library staff. She distributed instructions on how to place a hold using the new WIN-Borrow feature so that board members could participate in this first test stage of the service. She also made available copies of notes compiled from the November 12th workshop offered by noted librarian Nancy Pearl. Cheadle also stressed the importance as well as the impact on staff time of the staff evaluation process that began November 1st.

Roberts commended Cheadle for her presence out in the Latah County community as indicated on the Director's report. Kowrach asked for more information about the Moscow Library's Make a Difference Day and Kampenhout responded. Roberts commended Access Services Manager George Williams and Adult Services Librarian Chris Sokol for their work on the audiovisual materials rotation process.

Cheadle presented the October Use report and added that library staff were still working on getting the youth/adult breakdown included.

In Staab's absence, Cheadle presented on behalf of the Planning committee. She reported that, due to other important projects, she and Staab planned to wait until January 2008 before convening a meeting of the Planning committee. Stauber agreed to serve on the committee, as has former Planning committee member Betty Leslie.

Roberts reported that the first meeting of the Policy committee was scheduled for Wednesday November 28th at 11:00 at the Moscow Library. Committee membership includes: Roberts, Cheadle, Kampenhout, Potlatch Library supervisor Donna Quiring, and Access Services Manager George Williams. Board member Staab has offered to

serve as a resource on personnel policy. To gain familiarity with District policies, Stauber will attend the first meeting.

Youth Services Manager Cathy Ensley presented her annual report. A copy of the report is appended to the minutes. Roberts and Cheadle both thanked Ensley for her report and for her commitment to excellence in youth programming and with the District's website.

Cheadle asked to address financial reporting issues first among new business items. In response to an earlier request from Kowrach, Cheadle presented a one page reference sheet that linked specific account numbers with categories on the monthly Revenue/Expenditure report. This sheet was proposed as an alternative to adding these numbers to the monthly report itself. Board members indicated the one page reference sheet would serve the purpose.

Cheadle then presented two versions of the monthly Rev/Exp report—one expanded to match the categories approved in the annual budget and one that consolidated some of the categories. Board members indicated they preferred the expanded version.

Finally, Cheadle addressed the request for a numerical list of library accounts rather than one broken out by category then number. After discussion, Cheadle and Kampenhout proposed to bring a draft of an appropriate list to the next board meeting.

Cheadle then addressed the topic of the library's annual report. Since no report can be finalized prior to the audit, she presented board members with a copy of the District's approved Strategic Plan followed by an outline of some of the library's achievements over the past year. Board members were asked to highlight information they were especially interested in, or thought would be important to patrons. Cheadle asked that comments be returned to her by Friday, November 30th.

The agenda item regarding minimum meeting length was tabled until the next board meeting.

There was no public comment.

There was no executive session.

Roberts adjourned the meeting at 7:05 PM.

Next meeting – December 18th at the Moscow Library at 5:30 p.m.