

Latah County Library District
Board of Trustees - Meeting Minutes
April 26, 2016
Potlatch Library, 4:00 PM

In attendance:

Board -- Judy LaLonde, Rochelle Smith, Nancy Sprague, Jen Root. Absent (excused): Ivar Nelson

Staff -- Chris Sokol, Donna Quiring, Jessica Bowman

1. *Call to order* -- LaLonde called the meeting to order at 4:03 pm.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – None.
4. *Approval of minutes* -- Smith moved and Sprague seconded to approve the minutes of the March 22, 2016 regular meeting. Motion carried.
5. *Introduction of Jessica Bowman*—Jessica was introduced and Chris explained that while she was hired as the Youth Services Manager, she will be transitioning to Adult Services starting June 1. Julie Otto was hired to work with Youth Services and will start on May 16.
6. *Potlatch Branch manager annual report* — Donna Quiring reviewed her annual report and talked about the personality of the Potlatch Library. She is especially proud of the success of their story time in the children’s area. The library is very active with a noisy “personality”. There are a lot of junior and senior high students who come to the library. The community room is used extensively for everything from yoga to acting classes. Donna also feels that they have a lot of great patrons. The Potlatch library participates in an open house during the holiday season and they work with the local Arts Council and Historical Society. Money is given to the library by the recreation district each year. They are gearing up for their summer program which spans 45 days. Donna shared that she will be retiring in 1 ½ years.
7. *Treasurer’s Report* — Sprague shared that the Moscow Urban Renewal Agency returned \$27,000 in excess tax revenue. The library is halfway through the budget year and the budget is on track. Carol will soon be making projections for next year and the first budget draft will be reviewed by the board in June. Following that, there will be a second draft review in July, followed by a public hearing in August. Smith moved to accept the March report and expenditures, Root seconded. Motion carried.
8. *Director’s Report* — Chis reported that she attended a great Public Library Association conference in Denver during the previous month and will be writing a report for the grant that helped offset travel costs. Some of her take-aways were learning about Peter Drucker’s system of SMART Goals. There were great speakers and information on the Every Child Ready to Read concept. Some of the library staff will be attending an Early Literacy Workshop on April 29 to help improve story time programs. Saroj Ghoting will be coming to Pullman to do another early literacy workshop and our staff will get to attend for free. During the last month some staff went

to the Keep the Beat training for AED/CPR. Chris asked the board to consider whether or not we should incorporate some pay for service opportunities such as room rentals or programs that have a fee. In Bovill, Brittany is teaching a Fit and Fall Proof class in lieu of the coffee hour. Chris shared that she recently visited with Ben Tran, a graphic designer, about creating a new logo for the library. Chris and Ben discussed that a new logo should have longevity and should not include books. The board discussed how a new logo might coincide with the new website launch. With recent position changes, Chris would like the Policy Committee to look at the position descriptions. Chris distributed the Golden Rules for Board Members, from the Idaho Commission for Libraries.

9. Committee Reports —

- a. No Personnel Committee report, as there was no meeting
- b. No Policy Committee report, as there was no meeting
- c. The Planning Committee needs to meet again to continue with updates on the three-year plan and to review Ivar's draft of a statement regarding Juliaetta's facility plans.
- d. No Finance Committee report, as there was no meeting

10. Old Business

- a. Discussion of support for Juliaetta building project -- Postponed until Nelson can present a draft endorsement statement.

11. New Business

- a. Change of monthly meeting — It was decided that the May meeting would stay on the third Tuesday of the month. The board did agree that it would be best to change the meeting to the fourth Tuesday in the future, but no further commitment was made to changing the week in which we meet going forward.

12. Items for next month's agenda — None were discussed.

13. Public comment — None.

14. Adjourn -- Smith moved to end the meeting and Sprague seconded. The meeting was adjourned at 5:15 pm.