

**Latah County Library District  
Board of Trustees - Minutes  
December 19, 2017  
Moscow Library, 4:30 PM**

In attendance:

Board: Ivar Nelson, Michael Riley, Jen Root, Rochelle Smith, Nancy Sprague

Staff: Carol Kampenhout, Melissa Snyder, Chris Sokol

Guests: Jen Clark, Kevin Smith

1. *Call to order* – Smith called the meeting to order at 4:33 p.m.
2. *Changes or additions to the agenda* – Troy building lease added to agenda under Old Business.
3. *Public comment* – None
4. *Approval of minutes* – Sprague moved to approve the November 27, 2017 minutes, Riley seconded. Motion carried.
5. *Treasurer's report* – Sprague reported that expenditures look good and are on track. There was one large expense this month for the people counter system (SenSource). Riley moved to accept the October report and expenditures, Nelson seconded. Motion carried.
6. *Technical Services Manager annual report* – Sheila Guernsey's report had been emailed prior to the meeting but she was unable to attend in person. She will attend the January meeting.
7. *Director's report* – Sokol and Amy Agidius attended the Active Shooter Response Training at the University of Idaho, presented by the Office of Public Safety and Security and the Moscow Police Department. Sokol also visited with the Latah County Sheriff's office regarding branch library security and safety.
8. *Old business*
  - a. Troy building lease – The Board reviewed and discussed the draft lease renewal. Root moved to approve the new lease with changes, Sprague seconded. Motion carried. Sokol will forward the proposed document to the City of Troy.
9. *New business*
  - b. Sokol has submitted the ICfL report. The Board reviewed the Internet Use policy on December 19, 2017. The policy committee will meet, make necessary changes to the policy, and report back to the Board in February 2018.
10. *Auditor's report* – Clark explained the results of the audit and reported that all things are functioning as they should. Revenues continue to exceed expenditures, there are no issues with control testing, and no findings (areas for improvement) in processes.
11. *Items for next month's agenda* –
12. *Item for February agenda* – Internet Use Policy review.
13. *Public comment* – None.
14. *Adjourn* – Smith adjourned the meeting at 5:51 p.m.

**Next meeting – January 23 at the Moscow Library, 4:30 p.m.**

APPROVED 1-23-18

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