

**Latah County Library District
Board of Trustees - Minutes
February 27, 2018
Moscow Library, 4:30 PM**

In attendance:

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

Staff: Amy Agidius, Melissa Snyder, Chris Sokol

Guest: Kevin DeKold (Executive Vice-President, CRSA Architecture)

1. *Call to order* – Smith called the meeting to order at 4:33 p.m.
2. *Changes or additions to the agenda* – two additions: CRSA Architecture, Board retreat report
3. *Public comment* – None
4. *Approval of minutes* – Sprague moved to approve the January 23, 2018 minutes, Riley seconded. Motion carried.
5. *Treasurer's report* – Sprague reported that expenditures look great and are on track. Property tax revenue continues to be up from last year. A large expense includes attendance for the four employees attending the Public Library Association (PLA) conference in Philadelphia in March, but first-time conference grants for three of the attendees will reimburse the library for a large portion of the cost. Nelson moved to accept the January report and expenditures, Root seconded. Motion carried.
6. *Access Services Manager annual report* – Agidius has been full-time in this position since October. There has been growth in adult and youth check-outs and OverDrive use has increased consistently. Agidius has been working to improve training materials and procedures for new hires as well as substitutes. All circulation employees and branch managers are using "When to Work," a new software program for scheduling at each library in the district. She held the first all-substitute meeting and created a list of substitutes willing to work at each branch. She has been part of a performance evaluation committee as the library moves to a merit-based performance evaluation procedure. Agidius applied for and received a grant from the ICfL to attend the PLA conference in March.
7. *Director's report* – Sokol reported that each branch has recently hosted (or soon will host) two "Fun with Math and Science" workshops. This is an Idaho Commission for Libraries program, with funding from The Institute of Museum and Library Services.

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Valnet now offers text message notifications for library materials approaching their due date and for holds as they become available. Branch-specific special notices can now be printed on due-date slips. Planning for the Summer Reading program is underway and staff are working with the City of Moscow to plan the Entertainment in the Park series. A free community workshop with artist Melissa Cole will be held at the library on March 10. Participants will help create the new public art, a mosaic glass mural, to be installed at the library.

8. *CRSA Architecture* – DeKold gave an overview of recent projects his company has worked on. CRSA's architectural portfolio includes historic building preservation; they mainly work on libraries and higher education buildings. He discussed how libraries are becoming activity centers and this should contribute to future planning. He requested a copy of the report Kimberly Bolan and Associates prepared for the Moscow Library and will email an information packet to Sokol.
9. *Library Foundation report* – The Foundation is looking into both donor management software and a new website. The Foundation has met with students in the University of Idaho School of Journalism and Mass Media who will prepare a Public Relations campaign.
10. *Old business* – none
11. *New business* – none
12. *Board Retreat report* – The Board members attended a retreat on Saturday, February 24 to discuss Moscow Library facility strategizing and the Strategic Plan action plan.
13. *Items for next month's agenda* – ILA report from Nelson; Internet Use Policy review
14. *Public comment* – None.
15. *Adjourn* – Smith adjourned the meeting at 6:18 p.m.

Next meeting – March 27 at the Moscow Library, 4:30 p.m.