

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

In attendance:

Board -- Judy LaLonde, Ivar Nelson, Jen Root, Rochelle Smith, Nancy Sprague

Staff – Maxine Cole, Carol Kampenhout, Chris Sokol

1. *Call to order* -- LaLonde called the meeting to order at 4:08 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 June 28, 2016 meeting as amended. Motion carried.
5. *Treasurer's report* — Sprague reported that the recent property tax payment came in higher than expected, at \$423,000. She noted that revenue and expenditures are on track for this stage of the fiscal year. Nelson moved and Root seconded to accept the treasurer's report and expenditures for the month of June. Motion carried.
6. *Director's report* — Sokol said that Lisette Scheer of the Moscow Access Services department had compiled the various categories of the Use and Program Statistics monthly report and is working an extra ten hours a week to manage system administration duties related to Koha.
7. *Deary branch manager annual report* — Maxine Cole presented some of the past year's accomplishments at the Deary Library. She continues to visit a daycare once a month for outreach storytime programs and overall her storytime numbers have increased. She has been taking an Idaho Commission for Libraries "Books to Go" bin to the daycare. The bin contains sacks of theme-oriented books which can help the daycare provider advance literacy.
8. *Committee reports* —
 - a. Personnel committee: has not met
 - b. Policy committee: has not met
 - c. Planning Committee: has not met
 - d. Finance Committee: Sprague explained the administration's list of options for using year-end excess funds. Kampenhout estimated that there will be around \$120,000 in excess funds this fiscal year mainly because of salary savings and the unrealized projected 13% increase in insurance costs.

9. *Old business*

- a. Discussion of support for Juliaetta building project – Nelson presented two draft letters of general support for library facilities: one for branch communities and one for Moscow. After discussion and adjustments to both documents, Smith volunteered to edit the branch letter further and send it to trustees and director for review. Nelson volunteered to do the same for the Moscow letter. The letters are intended to be sent to the mayor and city council in each library community.
- b. Second review of draft budget 2016-17 – Kampenhout explained that she begins compiling each year's draft budget in mid fiscal year, when she looks at the previous twelve months' expenditures (six months of the previous fiscal year and six months of the current fiscal year), then estimates category by category. Library materials have held consistent at 12 percent of total revenue for many years.

10. *New business*

- a. Elect officers – **Chair:** Nelson moved and Sprague seconded to nominate Smith as chair. Sprague moved and Root seconded to close nominations. Motion carried. **Vice-chair:** LaLonde moved and Nelson seconded to nominate Root as vice-chair. Sprague moved and Smith seconded to close the nominations. Motion carried. **Treasurer:** No nominations were suggested and Sprague indicated she is willing to continue as treasurer. LaLonde declared that, by acclamation, Sprague will remain as treasurer.
- b. Form board committees – This is postponed until the August meeting.
- c. Review by-laws – The Policy Committee will review the by-laws.

11. Items for next month's agenda –

- a. Finalize two letters of support for district facilities -- Nelson

12. Public comment — None. Trustees thanked LaLonde for her service as past chair.

13. Adjourn -- The meeting was adjourned at 5:30 pm.