

Latah County Library District  
Board of Trustees - Meeting Minutes  
August 16, 2016  
Moscow Library, 5:30 PM

In attendance:

Board -- Ivar Nelson, Jen Root, Rochelle Smith, Nancy Sprague. Excused – Judy LaLonde  
Staff –Carol Kampenhout, Chris Sokol

1. *Call to order* -- Smith called the meeting to order at 5:34 pm.
2. *Changes or additions to the agenda* – Board retreat.
3. *Public comment* – None.
4. *Approval of minutes* – Sprague moved and Root seconded to approve the minutes of the July 26, 2016 meeting. Motion carried.
5. *Treasurer's report* — Sprague reported that the budget is on track, with 82% of budget expended and 83% of the fiscal year elapsed. Nelson moved and Root seconded to accept the treasurer's report and expenditures for the month of July. Motion carried.
6. Technical Services Manager report – Sheila Guernsey was not able to attend but Sokol answered questions about her report.
7. *Director's report* — Sokol reported that the new website is up and the Foundation granted funds to purchase a new 3D desktop printer, companion laptop, and filament. Nelson added that the Foundation is interested in making Latah County residents more aware of the financial support the Foundation has been providing to the libraries throughout the district, and that they would like to increase their fund-raising efforts.
8. *Committee reports* —
  - a. Personnel committee -- Has not met
  - b. Policy committee -- Has not met
  - c. Planning Committee – The committee decided that Sokol will ask Kimberly Bolan and Associates to provide a new estimate for re-design at Moscow, eliminating some expenses.
  - d. Finance Committee: Sprague noted that an additional \$1,000 was put into board travel in the proposed 2016-17 budget, and that \$31,512 from cash reserves was added to budget revenues. Root moved and Sprague seconded to accept the proposed 2016-17 budget. Motion carried.
  - e. Salary Study subcommittee – The committee had been scheduled to meet earlier in the day but that meeting was cancelled.

9. *Old business*

- a. Election of Board Clerk – Smith opened the floor for nominations. Nelson moved and Sprague seconded to nominate Root for Clerk. Motion carried.
- b. Form board committees – The following assignments were agreed upon:
  - i. Nelson: Finance; Planning; Salary Study subcommittee; Financial Management task force
  - ii. Root: Planning
  - iii. Smith: Policy
  - iv. Sprague: Finance; Personnel; Salary Study subcommittee; Financial Management task force
  - v. LaLonde: currently: Personnel; Policy; Salary Study subcommittee [absent from meeting]
- c. Letters of support for district facilities -- Nelson and Smith had re-worked the letters of support for library facilities; one letter for branch communities and one for Moscow. Prior to this meeting they invited comments from the board and director and the letters are now in final form. Nelson is drafting a policy statement for the Juliaetta library building project.

10. *New business*

- a. Public hearing regarding increased fee for color copies at Moscow Library (Idaho statute 63-1311A) – Sokol and Kampenhout explained the rationale behind charging \$.50 per color copy made on the new printer. Black and white copies will remain at \$.10 per copy. Sprague moved and Nelson seconded to approve the new charge. Motion carried.
- b. Nelson began a discussion of how to proceed with an investment strategy of district finances and whether to set up restricted fund accounts. Sprague moved and Nelson seconded to form a task force to investigate investment strategies and how best to manage extra-budgetary money for the library district. The task force would consist of Kampenhout, Sokol, Nelson, Sprague and possibly someone with financial expertise. Motion carried.
- c. Root stated that she would not be available for the September 27 meeting. Sprague moved and Nelson seconded to change the September meeting to the 20<sup>th</sup> at 4:30 pm. Motion carried.
- d. Smith proposed topics to address in the retreat. Root suggested that Lysa Salsbury of the UI Women’s Center might be able to facilitate; Smith will contact Salsbury.

11. Items for next month’s agenda —

- a. Board retreat
- b. Policy statement for Juliaetta library building project
- c. Financial management planning

12. Public comment — None.

13. Adjourn -- The meeting was adjourned at 7:04 pm.

APPROVED  
9-20-16 /cs