

**Latah County Library District
Board of Trustees – Meeting Minutes
January 20, 2015
Moscow Library 4:00 PM**

In attendance: Board – Mary McGregor, Judy LaLonde, Nancy Sprague, Ivar Nelson, Rochelle Smith; Director – Chris Sokol; Library Staff – Carol Kampenhout, Elaine Bayly.

1. *Call to order* – McGregor called the meeting to order at 4:05 PM.
2. *Changes or Additions to the Agenda* – Finance (insurance renewals) and Planning (safety procedures).
3. *Public Comment* – There was no public comment.
4. *Approval of Minutes* –
 - a. December 16, 2014 – Minutes were distributed electronically prior to the meeting. LaLonde moved and Sprague seconded to approve the minutes of December 16th as written. Motion carried unanimously
 - b. Special Meeting January 10, 2015 – Minutes were distributed electronically prior to the meeting. Nelson moved and LaLonde seconded to approve the minutes of January 20th as written. Motion carried unanimously.
5. *Treasurer’s Report* – Sprague presented report.
 - a. Accept December 2014 report – Kampenhout noted budget was on track.
 - b. Accept December 2014 expenditures – LaLonde moved and Nelson seconded to approve the Treasurer’s December 2014 report and December 2014 expenditures. Motion carried unanimously.
6. *Director’s Report* – The Director’s narrative and use and program statistics were sent electronically prior to the meeting and are included in the meeting record.
7. *Committee Reports*
 - a. Personnel – No report (has not met).
 - b. Policy – No report (has not met).
 - c. Planning – McGregor
 - i. Safe work environment and review safety procedures for each branch.
 - ii. Outreach for Bovill and Genesee
 - iii. Facilities
 - d. Finance – Sprague and Kampenhout
 - i. Insurance renewal due February 2015

- ii. LaLonde moved and Nelson seconded for insurance options to offer staff to be reviewed by Finance Committee. Motion carried unanimously.

8. *Unfinished Business*

- a. Hayden Ross contract renewal. LaLonde moved and McGregor seconded to renew Hayden Ross contract for five years. Motion carried unanimously.
- b. LaLonde moved and Smith seconded to delete Financial Policy 5.1 that stipulated the Library District would change auditors every five years. Motion carried unanimously.

9. *New Business*

- a. Potlatch building lease – Grounds maintenance, add mowing weeds, meeting room rental fees.
- b. Genesee building lease
- c. Deary building lease
- d. Juliaetta building lease
- e. May trustee election
 - i. Four Openings (2 for 4-year and 2 for 6-year positions).
- f. March meeting – March 31, 2015 4:00 PM.

10. *Public Comment* – There was no public comment.

11. *Adjourn* - LaLonde moved to adjourn meeting. Smith seconded and motion was carried unanimously. McGregor adjourned meeting at 5:55 PM.