

**Latah County Library District
Board of Trustees – Meeting Minutes
March 31, 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, Betsy Bybell, Jacki Fulwood; Public – Steve Odenborg

1. *Call to order* – McGregor called the meeting to order at 4:01 pm.
2. *Changes or Additions to the Agenda* – None.
3. *Public Comment* – There was no public comment.
4. *Approval of Minutes* –
 - a. February 17, 2015 – Minutes were distributed electronically prior to the meeting. Sprague moved and Smith seconded to approve the minutes of February 17th as written. Motion carried unanimously.
 - b. Special meeting March 12, 2015 – Minutes were distributed electronically prior to the meeting. Smith moved and Nelson seconded to approve the special meeting minutes of March 12th as written. Motion carried unanimously.
5. *Departmental Annual Reports* --
 - a. Fulwood presented her annual report as Youth Services Manager. She is responsible for all youth programming at the Moscow Library. Most popular is Library Babies lap-sit; the average session attendance was 31, an increase of ten per session from the previous year. More sessions were offered than in previous years because May programs were reinstated. Storytime kits were updated and improved; they have proven useful for branch managers, who can place them on hold. Lego Club was initiated; it meets one Saturday a month. Pokemon Gym meets every Saturday. Special programs: Fun with Math & Science and Family Reading Week. Teen programs had sporadic attendance. Summer Reading Program (SRP): 51 programs last year (32 previously). Betsy and Jacki expanded SRP visits to Moscow schools this past year. A new SRP reading structure was introduced: Read every day (amount of time up to the reader) and finish in 45 days. Another popular series was the Entertainment in the Park collaboration with the Moscow Arts Commission: 300 people showed up for Reptile Man. Jacki also coordinated the Staff Pumpkin Decorating Contest.
 - b. Bybell presented her final annual report as Outreach Services Manager. She will be retiring at the end of August, 2015 and will be sorely missed by staff and patrons alike. Bybell described the three parts of her job: Outreach storytimes and special programming; interlibrary loan; and reference. She observed that she and the library district have partnered with Head Start for more than 16 years. She also commented that local daycares she has been visiting have become much more aware of the benefits of reading during the past several years. She emphasized that the library is in a position to share early literacy tips with daycare providers. Bybell said that library outreach to daycares helps underserved populations who can't come to the library because more parents are working. Daycare outreach in our rural branch communities is also important and the library is working to strengthen those connections.

Trustees thanked Fulwood and Bybell for their excellent work.

6. *Unfinished Business*

a. Genesee building lease agreement renewal --

[4:43 pm – Steve Odenborg, Mayor of Genesee, entered at this time.] Discussion shifted to the issues surrounding the Genesee Library lease. Odenborg presented copies of an estimate from Gropp Heating, Air & Electric of Moscow to install “a new gas line to separately meter Genesee city hall & the senior center from the county library.” The price includes all necessary gas piping and pipe supports and all necessary permits. The proposal states “NOTE: There will be no cost from Avista Utilities to add the second meter.” The total estimated cost proposed by Gropp is \$1,775.00. A copy of the proposal is included in the public record. Odenborg also told those present that Gropp estimates it would cost about \$11,000 to install separate electricity meters in the city building. He commented that the City of Genesee cannot afford to pay this. Kampenhout distributed copies of a chart she created that shows the utility costs at each rural branch of the Library District (except Genesee) for 2013 and 2014. She clarified that the Genesee Library occupies 10.64 per cent of the square footage in the Genesee City Hall/American Legion building (including both floors). The library is used 20 hours per week, 18 hours of which are open to the public.

[4:53 pm – Judy LaLonde entered at this time.] Odenborg stated that the Genesee City attorney says the closet belongs to the Senior group, and that use of the closet by the library and Friends would need to be worked out directly with the Senior group. Nelson stated that the Library District would like to see the utility bills for the building. Kampenhout suggested that we have access to the 2013 and 2014 utility bills so a percentage for the Genesee Library could be added in to the rural branch utility bill chart she created. Sokol noted that sharing the cost of bathroom cleaning is another issue that should be addressed for the Genesee Library. Trustees thanked Odenborg for taking the time to attend the meeting. [Odenborg exited at this time.]

7. *New Business*

a. Temporary policy change request related to employee time sheet due date –

A copy of Kampenhout’s request had been distributed electronically prior to the meeting. Kampenhout will be out of the country for three weeks beginning June 15. Nelson moved and LaLonde seconded that the board make an exception for the June 15, 2015 pay period due date of employee timesheets to their supervisors to be Friday, June 12, 2015 at 6 pm, that times scheduled to be worked through June 15, 2015 may be included on the timesheet, and if there are changes to time worked after June 12, 2015, those changes will be reflected on the following pay period ending June 30, 2015. Motion carried unanimously.

8. *Treasurer’s Report* – Sprague presented the report.

a. Accept February 2015 report – Kampenhout noted budget was on track.

b. Accept February 2015 expenditures – Sprague moved and Nelson seconded to approve the Treasurer’s February 2015 report and February 2015 expenditures. Motion carried unanimously.

9. *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. Sokol also mentioned several items she has been working on.

10. *Committee Reports*

- a. Personnel – No report (has not met).
- b. Policy – LaLonde said that the Policy Committee met once with all members present. The second meeting was attended by Kaylene and Chris, who continued work on the collection development policy revision.
- c. Planning – McGregor informed trustees that WSU professor Bob Krikac suggested bringing architect Tom Hille to the area to help begin discussion of library facility re-design. Sprague moved and Smith seconded to authorize McGregor to ask Hille to come to Moscow for a week, and that the library pay him no more than \$500. Motion carried unanimously. McGregor will also contact Gritman hospital about the possibility of partnering to add AED devices to one or more LCLD libraries.
- d. Finance – Sprague – No report (has not met).

11. *Clerk's report* – McGregor requested Sokol to ask all six trustee candidates for an optional candidate statement to post on the LCLD website and at all libraries, along with McGregor's document entitled "Latah County Library District Election."

12. *Unfinished Business*

- a. Deary building lease agreement renewal – Sokol received a draft lease agreement from the Deary City Attorney. It contains several provisions that were revised or added. Sokol will ask the library district attorney to review and advise.
- b. Determine date of April 2015 meeting – LaLonde moved and Nelson seconded to move the April monthly meeting to April 16 at 4:00 pm. The meeting will be held at the Potlatch Library.

13. *Items for next month's agenda* – Annual report from Business Manager.

14. *Public Comment* – There was no additional public comment.

15. *Adjourn* - McGregor adjourned the meeting at 6:43 pm.