

Latah County Library District
Board of Trustees – Meeting Minutes
July 21, 2015
Deary Library 4:00 PM

In attendance: Board – Mary McGregor, Nancy Sprague, Ivar Nelson, Rochelle Smith; Director – Chris Sokol;
Staff -- Maxine Cole, Carol Kampenhout; Absent: Judy LaLonde

1. *Call to order* – McGregor called the meeting to order at 4:04 pm.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – None.
4. *Approval of minutes* – Sprague moved and Nelson seconded to approve the minutes of June 16, 2015 as written. Motion carried unanimously.
5. *Branch manager annual report* – Maxine Cole presented highlights of the past year at the Deary Library. She noted that there are some new Friends of the Library members who have been very helpful. Visitors to the library are happy that there is no charge to use the computers. Cole said that the four available public computers seem to be adequate for the number of users who have been coming to the library; the highest computer usage is after school. Cole explained that the Whitepine School District includes Deary and Bovill; grades K-3 attend Bovill Elementary and higher grades attend schools in Deary. This split between the two communities affects publicity for the Summer Reading Program. In response to a question from Sprague about home schooling families using the library, Cole noted that there's not much space in the library for groups such as these, but the new Deary Community Center is available for groups, library programs, etc. This past year Cole began a monthly outreach storytime program at a local day care, which has been successful. Trustees thanked Cole for her work.
6. *Treasurer's report* -- Sprague noted that the budget is on track and there will be extra money left over this year. Sokol presented ideas for improvements at all libraries for which the extra funds can be used. Nelson asked Kampenhout to provide a simple chart showing a summary of funds available in the General Fund and Gifts & Memorial funds. McGregor moved and Smith seconded to approve the treasurer's report for June. Motion carried unanimously.
7. *Director's report* – Sokol reported some recent activities throughout the district. The Moscow Job Service will present a program at the Bovill library this fall. She hopes to have some Chromebooks purchased by then to help attendees get the most out of the event. Gerri Sayler has agreed to teach an arts series this fall but space limitations at the Moscow Library require it to take place at the 1912 Center. Four new district circulation substitutes have been hired and are undergoing training. Sokol is in the process of petitioning the City for additional three-hour parking spaces in the vicinity of the Moscow library to increase available patron parking during the school year. Smoke detectors are being installed at all district libraries except Troy, where there are some already.
8. *Committee reports* –
 - a. Personnel – No report (has not met).
 - b. Policy – No report (has not met).

**Latah County Library District
Board of Trustees – Meeting Minutes
July 21, 2015
Deary Library 4:00 PM**

- c. Planning -- McGregor reported that she is continuing to talk with Bob Krikac and architect Tom Hille about coming to our area. She proposed that they go to Juliaetta instead of Moscow to discuss the new library project with the Juliaetta community and the LCLD board and director. She also reported on her conversation with architect Larry Kom. Nelson proposed possibly creating a new position in the district to deal with computer-related services.
- d. Finance – Sprague presented the first draft of the 2015-16 budget. Sprague voiced her concern that the proposed 4% COLA for staff, which would be retroactive to January 2015, was too high and instead proposed a 2% COLA. Nelson questioned why pay increases begin in January rather than with the start of the fiscal year (October). McGregor said she would talk with Jan Wall of the Idaho Commission for Libraries and Judy LaLonde, chair of the Personnel Committee, about continuing the salary study. Sokol noted that Kampenhout has already collected a considerable amount of information from comparable public entities related to salaries. Nelson moved and Smith seconded to give district staff a 2% raise to begin October 2015, to change any future raises to align with the fiscal year, and to ensure that a salary review be completed no later than January 1, 2016. Motion carried unanimously.

9. *Old business* –

- a. Funding proposals for Latah County Library Foundation – Sokol presented a list during the treasurer’s report.
- b. Follow-up to Bovill community meeting – McGregor noted that programs by the Job Service and the Latah County Historical Society are planned to take place at the Bovill library later in the year. She also reported that a column on the history of Bovill will run in an upcoming edition of the Daily News.

10. *New business* – Sokol told trustees that the district needs a new courier van because the existing van is incurring more and more expensive repairs. The cost is estimated to be between \$30,000 and \$35,000. McGregor moved and Nelson seconded to allocate \$35,000 or less from cash reserves to pay for a new van. Motion carried unanimously.

12. *Items for next month’s agenda* – None.

13. *Public comment* – None.

14. *Adjourn* -- McGregor adjourned the meeting at 7:08 pm.

APPROVED 8-18-15

cs