

**Latah County Library District
Board of Trustees – Meeting Minutes
September 15, 2015
Troy Library, 4:00 PM**

In attendance:

Board – Judy LaLonde, Mary McGregor, Ivar Nelson, Rochelle Smith, Nancy Sprague

Staff – Chris Sokol, Margie Fitzmorris

1. *Call to order* – McGregor called the meeting to order at 4:00 pm.
2. *Changes or additions to the agenda* – LaLonde requested that the director evaluation be added to the Personnel Committee item.
3. *Public comment* – None.
4. *Approval of minutes* – LaLonde moved and Smith seconded to approve the minutes of August 18, 2015 as written. Motion carried.
5. *Troy branch manager’s report* – Fitzmorris described highlights of the Troy Summer Reading Program), which included eight programs (one per week). She does not do crafts during these programs because of the large attendance numbers. The junior high-high school librarian is very interested in working with her this year. Troy patrons are excited about the new Lego Robotics set bought by the Friends.
6. *Treasurer’s report* -- Sprague noted that the budget is on track and the basement offices and meeting space are being re-carpeted and painted. McGregor expressed her appreciation for the extra comments added by Business Manager Carol Kampenhout to the Revised Expenditures report to help trustees get a better idea where money is spent. LaLonde moved and Nelson seconded to approve the Treasurer’s report. Motion carried.
7. *Director’s report* -- Sokol reviewed activity highlights at each branch. She reported that negotiations are underway to share the cost of the Orbis courier (for interlibrary loan) with Asotin County Library and Lewiston City Library. The damage to the east side of the Moscow Library where the vehicle came down the hill from the parking lot and crashed into the window frame was investigated by an engineer and determined not to pose unsafe structural conditions.
8. *Committee reports* –
 - a. Personnel – LaLonde informed trustees that Sokol had submitted a self-evaluation for the combined six-month and twelve-month probationary reviews per LaLonde’s and Nelson’s request. LaLonde and Nelson will meet and make a recommendation to the board at the October meeting; the full board of trustees will then meet with Sokol.
 - b. Policy – Smith reported that the collection development policy review has been completed. She will bring the revised policy to the board for approval at the October meeting.
 - c. Planning -- McGregor reviewed the list of potential attendees, and the schedule, for the September 21 workshop “Beginning to Design the Library of the Future” with architect Tom Hille. McGregor also asked for suggestions on advertising the Genesee community meeting in October. Sokol will ask branch manager Connie Sobczyk for contact information of several Genesee community members so they can be personally invited. The best time of day for the

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Genesee community meeting was discussed, in order to make it as convenient as possible for residents to attend. LaLonde moved and Nelson seconded to change the board and community meetings to October 27, with the forum at 5:30 pm and the board meeting at 7:00 pm. After further discussion, Smith moved and Nelson seconded to retain the original day and times, namely, October 20 with the board meeting at 4:00 pm and the community meeting at 5:30 pm.

- d. Finance – Sprague mentioned the suggestion to invite the LCLD auditor, Cade Konen, to provide a general financial orientation for the board of trustees.

- 9. *Old business* – The scheduled probationary performance review of the director did not take place. Per the report given in 8a, Personnel Committee, this review will be added to the agenda for the October 20 meeting.

- 10. *New business* –
 - a. Proposal for a financial orientation session by LCLD auditor -- Sokol will contact Cade Konen to see if he is available the week of October 6.
 - b. Technology plan status – McGregor and Sokol introduced the existing technology plan. It had been required as part of the e-rate reimbursement process but is no longer required.

- 12. *Items for next month's agenda* – Approval of revisions to Administrative Policy 3.0; executive session pursuant to Idaho Code 74-206(1)(b); discussion of facilities issues.

- 13. *Public comment* – None.

- 14. *Adjourn* -- McGregor adjourned the meeting at 5:30 pm.

APPROVED 10-20-15

CS