

Latah County Library District  
Board of Trustees – **Meeting Minutes**  
**January 19, 2016**  
Moscow Library, 4:00 PM

In attendance:

Board - Judy LaLonde, Ivar Nelson, Rochelle Smith, Nancy Sprague, Jen Root

Staff - Chris Sokol, Carol Kampenhout

1. *Call to order* – LaLonde called the meeting to order at 4:07 pm.

2. *Changes or additions to the agenda* – Nelson suggested adding a Palouse Pathways proposal to the agenda under New business and moving 10 B about Juliaetta library building plans to 8 C under Planning Committee.

Introductions and welcome to newly appointed trustee Jen Root

3. *Public Comment* – none

4. *Approval of minutes* - Smith moved and Sprague second to approve the minutes of the December 15, 2015 regular meeting.

5. *Business Manager annual report* by Carol Kampenhout – Carol summed up the financial state of the library district for 2015 as very good and within budget. The board discussed the schedule for doing the budget and the correction of an error on the December 2015 financial report; in an extended discussion, Carol explained her use a modified accrual system that accounts for expenses when they are incurred, and not when paid. In response to Nelson’s inquiry about the workload of her position as business manager, Carol described the history of her position, and that it was “really hard” to cover all her responsibilities for the district’s finances and facilities. A discussion followed about how to separate responsibilities. At the moment, Mary Hughes works 7 hours a week doing some of the detail work of records management. Carol said that she would like to have someone else do the facilities work, which takes about 25% of her time, but she wants to continue to oversee facilities. She doesn’t have the time to do the analysis and projections that the board wants and needs. Carol left the meeting after the Treasurer’s report.

6. *Treasurer’s report* – Nancy combined her report with the finance committee report. Nancy pointed out technological additions, and that incurred expenses were within the budget. A discussion followed about fundraising. Nelson moved, Smith seconded and the board approved both reports and the December expenditures report.

7. *Director’s report*: The director’s report was circulated to the trustees before the meeting. Bovill has new librarian; overdrive usage is up; circulation in some places is down; potential couriers are interviewed. A new Ford van is arriving soon; the circulation position at the Moscow library had 25 or so applications. Chris is going to the Idaho Library director’s meeting in Boise.

8. *Committee reports* –

- a. No Personnel Committee report
- b. The Policy Committee hasn't met - Chris will bring policy suggestions to next meeting.
- c. The Planning Committee - Ivar explained proposed planning schedule; priorities; facilities with an emphasis on Juliaetta; approval sought for next meeting; Ivar will circulate proposed planning and priorities for FY2015/16, FY2016/17 and three-year period before next board meeting. Chris explained history of Juliaetta plans.

9. *Old business* --

- a. Discussion and questions about the website; Chris is working with consultants on the design; back and forth with staff and consultants. The new district website will be done before Summer Reading program starts.

10. *New business* – Nelson passed out a rough proposal from Palouse Pathways for a partnership to provide books and programming to all branches to assist high school students and their parents to prepare for post-secondary study. He will get a more detailed proposal with costs for the next board meeting.

11. *Election of chair* – By unanimous consent Judy LaLonde will continue as chair.

12. *Items for next month's agenda* – planning schedule and priorities; Palouse Pathways proposal; committee assignments.

13. *Public comment* – None.

14. *Adjourn* – The meeting was adjourned at 6:00 pm.

APPROVED 2-16-15

lin/cs