

**Latah County Library District
Board of Trustees – Meeting Minutes
February 16, 2015
Moscow Library, 4:00 PM**

Meeting called to order at 4:04. Present: Ivar Nelson, Chris Sokol, Judy Lalonde, Nancy Sprague, Rochelle Smith.

There was no public comment.

A correction to the January minutes was made to reflect that Judy was elected chair by unanimous vote. The minutes were approved with this change (motion: Ivar; second: Nancy).

Access Services manager annual report:

Highlights of the report included the rotation and examination/weeding of the JE fiction collection at the branches, which took about three months last spring. This had been a low priority in previous years; it was to have happened again this spring but Jacki Fulwood's departure may delay this. The YA fiction needs this attention as well. Rotation statistics are in Koha and George may have found a way to access them but this would be a time sensitive project as the system is purged every 60-90 days, and finding the time to run the report can be challenging.

Ten years' worth of expired patron accounts (1,448) have been deleted from the system; three years of inactivity qualifies a patron as expired. These accounts should be deleted monthly from now on. These accounts represent some \$36,000 in fees; Chris is looking into hiring a collection agency to work on recouping money from patrons in the future. Neill Public Library and the Whitman County system use the same agency, which might be worth looking into.

Circulation statistics peaked in 2013, but the library system is still busier now than it was in 2007, when George began working at LCLD.

A significant portion of George's time is spent on the rest of VALNet, as opposed to Latah County, though it is much less than it had been before the switch from Voyager to Koha. There is the potential for George to be paid as a consultant for his work for Lewiston.

Director's report:

Maxine Cole (Deary) participated in a webinar about handling challenging patrons. Chris and Ivar mentioned other webinars that might be useful, including one from Demco on library design.

The branch managers held a meeting about summer reading at the Brass Lantern in Genesee.

The new courier, Chris Zakel, is working out well.

There has been a new hire in the circulation department: Lisette Scheer, who formerly worked as a shelver at Neill Public Library.

Chris held the exit interview with Jacki Fulwood; the posting for her replacement is up and getting responses. Lyn has been observing the lap-sit programming in preparation for covering as needed.

The Library Hamster made it to the front page of the Daily News (February 16, 2016).

Chris has been thinking about potential improvements to the Bovill branch, such as a new sign, clear window glass to replace the colored panes, moving the church pews and rocking chair out of the space, and dealing with the uneven floors which are a safety hazard. The Bovill Improvement Group will have to be involved, since a great deal of local history is attached to the building. Chris will talk to the Idaho Heritage Trust as well.

Chris demonstrated the library's new virtual reality viewers for the board. Eija is spearheading the project to introduce them, and they will be listed in the catalog and available for checkout.

Committee reports:

- a) Personnel: the subcommittee on salary scale has not met. It will meet on Thursday.

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- b) Policy: the policy committee has not met.
- c) Planning: Ivar circulated a draft statement about district support for facilities, as a template for creating a more specific, Juliaetta-focused one. He also shared a draft of a letter to the mayor, to open dialogue about Moscow's library facilities and services as the city moves forward with its planning. The board agreed that it be sent out under Judy's signature; Chris suggested adding or mentioning the 2014 Citizen Survey, as it addresses library services.
- d) Finance: the finance committee has not met.

New business:

- a) The board unanimously voted to accept and sign the legal representation agreement with Will Herrington, after a motion was made by Ivar and seconded by Nancy.
- b) Ivar moved that Rochelle be elected vice-chair. Nancy seconded the motion and the vote was unanimous in favor. Ivar also moved that Judy serve as clerk. Rochelle seconded and the vote was unanimous in favor.
- c) Already covered
- d) Chris and Ivar will meet, and bring materials concerning the Juliaetta building project for the group's consideration at the next meeting.
- e) The solar panel grant deadline is April 29th. Chris will work on it and report back to the board.
- f) Chris prepared and handed out a library organizational chart for the board. We will go over the chart in more detail when Jennifer can be present.

For next month's agenda: the Juliaetta building project, the solar grant, the audit.
Meeting adjourned at 6:10.

APPROVED 3-22-16
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