

Latah County Library District
Board of Trustees – Meeting Minutes
March 22, 2016
Moscow Library, 4:00 PM

In attendance:

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

Staff – Chris Sokol, Carol Kampenhout

Hayden Ross – Cade Konen, Jennifer Clark

1. *Call to order* – LaLonde called the meeting to order at 4:00 pm.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – None.
4. *Approval of minutes* – Sokol recommended several minor revisions to the minutes of the February 16 meeting; Sprague moved and Nelson seconded to approve the revised minutes. Motion carried.
5. *Audit report, 2015 Hayden Ross* – Cade Konen and Jennifer Clark distributed copies of the audit report for the year ended September 30, 2015 and discussed key elements of the audit. They presented a governance letter to LaLonde indicating that the audit went well. Clark explained that the LCLD received a qualified opinion since a minor component, the Latah County Foundation, is not audited. Konen responded to questions about the fund balance and encouraged the board to examine what the primary needs will be over the next 3, 5, or 10 years and to include assignments for upcoming major expenditures. He also recommended consulting with peer institutions about their fund balance policies. The Trustees thanked Konen and Clark for their report. [Konen, Clark, Kampenhout, Nelson, and Root exited the room at this time.] Smith moved and Sprague seconded to accept the Auditor’s report. Motion carried.
6. *Outreach and Marketing Services Manager annual report* – This report was re-scheduled for the April meeting.
7. *Treasurer’s report* -- Sprague noted that expenditures and revenues continue to be on track. Smith moved and Sprague seconded to approve the Treasurer’s report. Motion carried.
8. *Director’s report*
 - a. Narrative -- Sokol reviewed activities throughout the district, including the following highlights: Bovill has 4 new reading chairs and will be using Chromebooks for a job service program. Sokol is checking with the State Library about options for youth services training for several library staff. She attended a Valnet visioning meeting which addressed the Valnet logo and funding issues. She is also planning to attend the Public Library Association Conference in early April. An informal agreement with the City of Moscow for snow removal at the Moscow Public Library (other than the parking lot) has changed, so this cost will need to be added to the budget. Repair of the damaged window at the Moscow Public Library is underway. Sokol is working with Kathleen Burns on options for adding art work to the window panel in the entry area. She’s also investigating options for a self-checkout machine for the Moscow library.

Latah County Library District
Board of Trustees – Meeting Minutes
March 22, 2016
Moscow Library, 4:00 PM

b. Meeting dates – Sokol asked the Board to consider moving the monthly meeting dates from the 3rd Tuesday to the 4th Tuesday of the month to allow more time for compiling and distributing budget reports. Smith moved and Sprague seconded to approve this change for the April meeting, if the rest of the Board can attend. LaLonde offered to contact Nelson and Root about this change to the April meeting date.

9. *Committee reports* – Re-scheduled for the next meeting.

- a. Personnel – LaLonde
- b. Policy – Smith
- c. Planning – Nelson
- d. Finance – Sprague

10. *Old business*

a. *Solar panel grant* – Sokol met with a representative of the City of Moscow to discuss this grant and is waiting for their response.

11. *New business*

- a. Discussion of support for Juliaetta building project – Discussion was re-scheduled for the April meeting.
- b. Request to upgrade a staff position – Sokol described the need for evaluating some of the tasks currently undertaken by Williams that could be taken on by Anderson-Chalker. Sokol will write up a proposal about restructuring the two positions to submit to the Personnel Committee and then the Board for review.

12. *Items for next month's agenda*

- a. Outreach and Marketing Services Manager annual report
- b. Discussion of support for Juliaetta building project
- c. Approval of Board meeting calendar for the rest of the year.

13. *Public comment* – None.

13. Smith moved and Sprague seconded a motion to adjourn and LaLonde adjourned the meeting at 5:58 pm.

APPROVED 4-26-16
ns/cs