

**Latah County Library District
Board of Trustees - Minutes
February 25, 2020
Moscow Library, 4:30 PM**

In attendance:

Board: Ivar Nelson, Annette Pimentel, Michael Riley, Jen Root, Rochelle Smith.

Staff: Mellissa Eichner, Melissa Snyder, Chris Sokol

Guests: Kevin Smith from Hayden Ross

1. *Call to order* – Rochelle Smith called the meeting to order at 4:35 PM
2. *Changes or additions to the agenda* – the January Treasurer’s report will be given at the March meeting.
3. *Public comment* – none
4. *Approval of minutes* – Pimentel moved to approve the minutes of the January 21, 2020 meeting, Nelson seconded. Motion carried.
5. *Treasurer’s report* – Pimentel reported that December revenues and expenditures are where they should be. Nelson moved to approve the December report and to accept the December expenditures, Root seconded. Motion carried.
6. *Auditor’s report* – Kevin Smith explained the results of the audit and reported that everything is operating as it is intended to do. There are no issues with financial controls and processes.
7. *Director’s report* – Brittany Griffin was invited to speak at the Palouse Clearwater Food Summit, where she spoke about the garden she created two years ago with the Bovill children as part of Summer Reading. The Deary library sign was recently refurbished. The original metal letters and carved, wooden trees were removed from the wooden base and mounted on a metal base. The City of Deary has given permission for a restroom remodel in the Deary library. The next Foundation meeting is scheduled for March 6. Sokol will attend the ICfL Public Library Directors’ Summit in Boise during March. Echanove, Egan, and Gillreath-Brown are attending the Public Library Association Conference in Nashville this week.
8. *Report from Idaho Library Association annual conference* – Sokol and Pimentel reported on the October 2019 conference in Boise. Sokol’s highlights include: attending a team building activities workshop, a presentation by Idaho Department of Corrections libraries, a legislative panel, and the presentation of the “Best Practices for Public Libraries in Idaho” document by Emily Sitz. Pimentel’s highlights include: attending the Idaho Counties Risk Management Program session, hearing how the Eagle library developed a culture of saying “yes” to patron requests, and how the Meridian library ran a successful plant facilities levy.

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9. *Committee report*

- a. Personnel – The personnel committee is working on the director’s evaluation procedures.

10. *Facilities report* – The architect has submitted ideas on the Moscow Library circulation desk remodel including office space for the Access Services Manager.

11. *Old business*

- a. Potlatch building ownership transfer update – Sokol, Donna Quiring, and Beth Tunnell met with the Potlatch mayor, city clerk, and a member of the city council to provide more detailed information about the Potlatch library operations.
- b. Fine-free proposal – Riley moved to accept the proposal for LCLD to go fine-free as of April 1, 2020, Pimentel seconded. The motion was approved unanimously.

12. *New business*

- a. Board retreat – The Board discussed holding a retreat in the near future. Snyder will send out a doodle poll for trustees to indicate their availability.

13. *Items for next month’s agenda* – Business Manager report

14. *Public comment* – none

15. *Adjourn* – Rochelle Smith adjourned the meeting at 6:38 PM.

Next meeting – March 24 at the Moscow Library, 4:30 pm

APPROVED 4/30/20
mjs/cs