

Latah County Library District
Board of Trustees - Meeting Minutes
November 29, 2016
Moscow Library, 4:00 PM

In attendance:

Board: Ivar Nelson, Michael Riley, Jen Root, Rochelle Smith, Nancy Sprague

Staff: Carol Kampenhout, Julie Otto, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:06 pm.
2. *Changes or additions to the agenda* – Nelson requested time to report on activities of Palouse Pathways. Sprague requested that completion of the May 2017 county election form be discussed.
3. *Public comment* – None.
4. *Approval of minutes* – Smith moved and Root seconded to approve the minutes of the October 25, 2016 meeting, with a correction in the Treasurer’s report from “...2016-16 fiscal year.” to “...2015-16 fiscal year.” Motion carried.
5. *Youth Services Manager report* – Julie Otto presented highlights of her tenure since she began in May 2016. She noted that the new “Block Party” weekly sessions have been very popular. In addition to providing Legos for youth ages 4-18, she makes other building toys available that enrich STEM skills. She is very interested in having online registration for Summer Reading district-wide next year and is pursuing possibilities. Nelson complimented Otto on the increase in youth programming attendance statistics since her arrival.
6. *Treasurer’s report* — Sprague reported that expenditures for the first month of the fiscal year are on track. The library has finished paying for several end-of-year projects, such as improvements to the Potlatch Library meeting room. Nelson moved and Riley seconded to approve the October financial reports and expenditures. Motion carried.
7. *Director’s report* — Sokol noted that the district’s 3D printer will be unveiled to the public at the 1912 Center Winter Market on December 3 and encouraged trustees to attend. The selection panel for the Moscow Library public art project had its first meeting; the next meeting is set for December 6. Bailey Gillreath-Brown has been hired as the Outreach Specialist. She will begin on December 1.
8. *Committee reports* —
 - a. Personnel committee – No report, has not met.
 - b. Policy committee -- No report, has not met.
 - c. Planning Committee – No report, has not met.
 - d. Finance Committee: No report, has not met.
9. *Old business*

- a. Consideration of salary study recommendations made by the Salary Study Subcommittee – The subcommittee met on November 10 and agreed to propose that the Board adopt Sokol’s recommendations based on Jan Rauk’s final report. Each employee in the district under the supervision of the director should be within the range advised by Rauk for the relevant position. The Board will need to discuss recommendations for the director’s salary. Nelson moved and Sprague seconded to approve the subcommittee’s recommendations. Motion carried.
- b. Financial management planning – Nelson reported that he and Sokol had met with Joy Fisher, Director of Finance for the University of Idaho Foundation, and Cade Konen of Hayden Ross to discuss options for district investment strategies in order to maximize return on assets. Kampenhout observed that prior to 2008 the library invested with the Idaho Local Government Investment Pool (LGIP) but during the economic downturn funds were moved to money market accounts to get a greater return. Kampenhout will compare interest figures for the current money market accounts with those for the LGIP and report back to the Board. Apart from money market accounts and the LGIP, there are no other options for investment of library funds. Nelson requested that the Planning Committee meet in December to further discuss investment strategies, revision of the strategic plan, and a draft contract for Kimberly Bolan Associates.

10. *New business*

- a. Consideration of unfiltered wireless service – Sokol presented a brief description of the district’s filtered and unfiltered Internet connections. She requested that the Board decide on and document its stance on the unfiltered wireless connection available at each library location. Sprague brought related wording from another library. Smith will use that to draft a statement to be presented at the December meeting.
- b. Palouse Pathways – Nelson reported that the group’s presentation at the Potlatch Library earlier in the month attracted a number of community members. They are working on organizing a similar meeting to be held at the Deary Library.
- c. Sprague said she received an email from the County Clerk’s office requiring taxing districts to file by November 30 any trustee positions up for election in May 2017. Neither Sokol nor Root (board clerk) had received the email. Because of the short deadline, Sokol offered to take care of submitting the form.

11. *Items for next month’s agenda* —

- a. Financial management planning
- b. Consideration of director’s salary pursuant to approved Salary Study recommendations
- c. Statement on unfiltered wireless service
- d. Kimberly Bolan Associates re-design project

12. *Public comment* — None.

13. *Adjourn* – Nelson moved and Riley seconded to adjourn; motion carried. The meeting was adjourned at 6:05 pm. The next meeting is scheduled for December 20, 2016 at the Moscow Library.