

**Latah County Library District
Board of Trustees - Minutes
December 17, 2019
Moscow Library, 4:30 PM**

In attendance:

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

Staff: Stacie Echanove, Sheila Guernsey, Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:31 PM
2. *Changes or additions to the agenda* – the November Treasurer’s report will be given at the January meeting; the Youth Services Manager annual report and the Technical Services Manager annual report will be presented before the Director’s report.
3. *Public comment* - none
4. *Approval of minutes* – Riley moved to approve the minutes of the October 22, 2019 meeting, Pimentel seconded. Motion carried.
5. *Treasurer’s report* – Nelson moved to approve the October treasurer’s report and to accept the October expenditures, Root seconded. Motion carried.
6. *Youth Services Manager annual report* – During the past year, Youth Services has served over 12,000 attendees through regular programs, special events, and outreach opportunities. Every week, Echanove has two Family StoryTimes, two BabyTimes, and the Wonder Wizards club. 2019 Summer Reading had over 800 registered participants. Mason Neil has been hired as the Outreach Specialist and will begin delivering storytimes to childcare facilities throughout Moscow. Upcoming events include Winter StoryTime, Every Child Ready to Read, and Fun with Math and Science.
7. *Technical Services Manager annual report* – The 2018–19 fiscal year brought the addition of 9,811 items to the Latah Library collection, with 10,000 items withdrawn. New additions include Adult Book Club Kits, Itty Bitty Brain Box Kits for parents and young children, and additional Voyager Kits. With part-time employee Kim Crimmins out for an extended recuperation following an automobile accident, Sheralyn Bassett and Sheila Guernsey have been very busy. Volunteers have helped out in Tech Services for a total of 656 hours this past year. After 25 years in Tech Services, Guernsey will retire in 2020.
8. *Director’s report* – In November the local network crashed and was unavailable for a couple of weeks. It is now up and running and the library is looking at measures to prevent this from happening in the future. The Latah County Census 2020 Complete Count Committee, led by the LCLD, has been gaining momentum. Membership and awareness within Latah County are increasing. They recently received a \$6,400 grant from the Idaho Community Foundation to

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help cover costs such as publicity and printing expenses. In addition to hiring Mason Neil as the LCLD Outreach Specialist, the library welcomed Hunter Levy and Steven Stewart to the Access Services department. Circulation assistant Niles Reichardt will be retiring at the end of December and a job search is underway for his replacement. The next Repair Café is scheduled for Sunday, January 19, at the 1912 Center from 1–4 p.m.

9. *Committee reports* –

- a. Approve revised Internet Use policy – Nelson moved to approve the revised Internet Use policy, Root seconded. Motion carried.

10. *Old business*

- a. Further discussion on Foundation funding requests – The Board discussed funding requests to submit to the Foundation. They support the Director submitting funding requests directly to the Foundation. The Foundation will be asked to contribute to the cost of the Castellaw Kom Moscow Library facility study.
- b. Update on Castellaw Kom Architects – Moscow Library Master Facility Plan – Sokol met with Greg Castellaw and has invited him to present the architectural study to the Board of Trustees at the January 2020 meeting.
- c. Proposal to eliminate late fees – Sokol provided articles and information from other libraries who have gone fine-free for the Board to consider.
- d. Status of Potlatch building ownership transfer – The Potlatch City Council discussed the ownership transfer at their October 14, 2019 meeting; Sokol will reach out to the City of Potlatch for an update.

11. *New business* – none

12. *Items for next month's agenda* – Reports on 2019 Idaho Library Association annual conference, 2020 Potlatch Library transfer of ownership to the city, Castellaw Kom Architects update.

13. *Public comment* – none

14. *Adjourn* – Smith adjourned the meeting at 6:16 PM.

Next meeting – January 21 at the Moscow Library, 4:30 pm