

**Latah County Library District  
Board of Trustees - Minutes  
November 30, 2021  
Moscow Library, 4:30 PM**

In attendance:

Board: Jennifer Henrichs, Annette Pimentel, Michael Riley, Jen Root, Rochelle Smith.

Staff: Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:36 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Riley moved to approve the minutes of the October 26, 2021 meeting, Pimentel seconded. Motion carried.
5. *Treasurer's report – Accept October 2021 financial reports and expenditures* – Henrichs moved to approve the October treasurer's report and to accept the October expenditures, Riley seconded. Motion carried.
6. *Director's report and COVID-19 update* – Gropp Heating, Air & Electric is retro-fitting the lights in Moscow with LED fixtures through the Avista rebate program. LCLD launched a new website on November 29. The Latah Library Foundation is participating in the Alternative Giving Market on December 11. Funds raised will be used for new furniture in the youth area. The Moscow Friends have discontinued their Book Room in the 1912 Center as the room is part of the 1912 Center remodeling project. LCLD lifted the 15 minute time limit restrictions for patrons in all libraries.
7. *Facilities report* – K & G Construction tore down the load-bearing brick walls in the Carnegie restrooms and leveled the floors. They began installing drywall in the new office and workroom. The library received a \$1,000 grant from the Latah County Community Foundation toward the restroom remodel to help offset unexpected additional costs. The board discussed commissioning CKA Architects to do a study for a new Juliaetta library. Pimentel will reach out to a community member from Juliaetta to participate in facilities discussions.  
[Henrichs exited the meeting at 5:17.]
8. *Youth Services Manager's report* – Echanove submitted a video presentation as she was unable to report in person. The video was sent to trustees prior to the meeting.
9. *Committee reports* – none

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10. *Unfinished business*

- a. Strategic Plan update process – Each board member will review a strategic plan from an Idaho public library before the January meeting. Input will be used to provide guidance to the Planning Committee for a draft revision of the LCLD strategic plan. Sokol distributed copies of plans from Caldwell, Coeur d’Alene, Community Library Network, McCall, Meridian, and Nampa libraries.
- b. Trustee orientation refresher, continued – Sokol distributed copies of the ICfL’s “Trustee Roles and Responsibilities” and the Urban Libraries Council’s “Leadership Roles for Library Trustees.” Board members will watch the United for Libraries webinar in preparation for discussion at the January meeting.

11. *New business*

- a. Request Latah County Sheriff’s department to visit branches – Sokol reached out to the Sheriff’s office, but did not receive a response. Riley and Root will try to contact Sheriff Skiles to request the Sheriff’s office visit and advise each branch on safety procedures as well as visit branch libraries regularly to maintain a public presence in these community anchors.
- b. Cancel December meeting – The December 14 board meeting was cancelled.

12. *Items for next month’s agenda* – Trustee orientation refresher, Business Manager’s report.

13. *Public comment* – none

14. *Adjourn* – Smith adjourned the meeting at 5:59 PM.

**Next meeting - January 25, 2022 at the Moscow Library, 4:30 pm**

APPROVED 1/25/22  
mjs/cs