

Latah County Library District
Board of Trustees - Minutes
January 25, 2022
Zoom meeting, 4:30 PM

In attendance:

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

Staff: Melissa Snyder, Chris Sokol

Guests: Debbie Gray, Latah County Library Foundation co-president; Molly Smith, Friends of the Moscow Library co-president

1. *Call to order* – R. Smith called the meeting to order at 4:35 PM
2. *Changes or additions to the agenda* – none
3. *Public comment* – none
4. *Approval of minutes* – Pimentel moved to approve the minutes of the November 30, 2021 meeting, Riley seconded. Motion carried.
5. *Treasurer's report – Accept November 2021 financial reports and expenditures* – Riley moved to approve the November treasurer's report and to accept the November expenditures, Henrichs seconded. Motion carried.
6. *Director's report and COVID-19 update* – The library launched the new website at the end of November. The website is now hosted by First Step Internet. The Moscow Friends canceled their March book sale due to COVID concerns. They will hold a small book sale on February 8 during Winter Market and hope to host another sale in the spring. Due to high COVID-19 cases, Repair Café was canceled in January. Latah County is at an all-time high for cases and LCLD will not remove the mask requirement at this time.
7. *Facilities report* –The new lights have been installed in the youth rooms. The two chandeliers are expected to be rehomed to the St. Ignatius Hospital restoration in Colfax. The tiles for the Carnegie restrooms are on back order, but should be installed by mid-February.
8. *Committee reports* – none
9. *Unfinished business* –
 - a. Request Latah County Sheriff's department to visit branches – Riley and Root both reached out to the Sheriff, no response was received. Sokol will forward previous emails to Henrichs, who will send a message from her County email.
 - b. Strategic Plan revision process – Trustees discussed strategic plans from the Meridian, Nampa, and Coeur d'Alene libraries. They will discuss McCall, Caldwell, and Community Library Network strategic plans in February.

[M. Smith and Gray exited the meeting at 6:04 PM]

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- c. Trustee orientation refresher – Trustees should be able to talk about the library, explain the role of the library, and educate decision-makers and the public on the services provided by the library. Sokol distributed an “elevator speech” template for trustees to use as an outline.
- 10. *New business*– none
- 11. *Items for next month’s agenda* – Auditor’s report; Business Manager’s annual report; Strategic Plan discussion; first 20 pages of ICfL Trustee handbook.
- 12. *Public comment* – none
- 13. *Adjourn* – R. Smith adjourned the meeting at 6:15 PM.

Next meeting - February 22, 2022 at the Moscow Library, 4:30 pm

APPROVED 2/22/22
mjs/cs