

**Latah County Library District  
Board of Trustees - Minutes  
February 22, 2022  
Moscow Library, 4:30 PM**

In attendance:

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

Staff: Mellissa Eichner, Melissa Snyder, Chris Sokol

Guests: Caroline Carley, Moscow Friends co-president; Tony Matson, auditor

1. *Call to order* – Smith called the meeting to order at 4:45 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 January 25, 2022 meeting, Henrichs seconded. Motion carried.
5. *Treasurer's report – Accept December 2021 and January 2022 financial reports and expenditures* – Henrichs moved to approve the December treasurer's report and to accept the December expenditures, Riley seconded. Motion carried. Riley moved to approve the January treasurer's report and to accept the January expenditures, Henrichs seconded. Motion carried.
6. *Auditor's report* – Tony Matson from Hayden Ross PLCC explained the results of the audit and reported the LCLD received a clean opinion.
7. *Director's report and COVID-19 update* – At the invitation of Latah County, the LCLD joined other agencies in signing the County's Broadband Coalition Pledge. And will participate in broadband planning using the County's utility assessment as a guide to identifying gaps and opportunities for broadband projects in Latah County. The Moscow Friends canceled their March book sale due to COVID concerns but are hosting smaller book sales during Winter Market and the Arboretum plant sale, and hope to hold a book sale in the spring. Latah County Sheriff Richie Skiles responded to Sokol after Henrichs contacted him. Sokol will send Skiles information on each of the branch libraries so deputies can visit occasionally as well as conduct safety checks. Sokol raised the topic of possibly removing or amending the LCLD mask mandate, citing various factors impacting the pandemic situation and masking practices.
8. *Facilities report* – The Moscow remodel is not complete. The tiles for the Carnegie restrooms are on backorder holding up the completion of this project. Cabinets and shelves are being installed in the office and workroom. The cyber counter has not yet been completed.
9. *Business Manager's annual report* – Eichner reported on facility improvements throughout the district. The LCLD utilized an Avista rebate upgrade to LED lighting at every location. An ARPA

**Latah County Library District  
Board of Trustees - Minutes  
February 22, 2022  
Moscow Library, 4:30 PM**

grant provided the funds to purchase new patron computers. Upcoming needs include replacing the trees on the Moscow plaza, installing new ceiling tiles in Troy, purchasing a new server, and replacing the furniture in the youth rooms in Moscow. Eichner would like to migrate to new accounting software but the State Controller is expected to issue new standardized accounting codes, so new software should wait until then.

[Riley exited the meeting 6:48 PM]

Because of a lack of quorum, remaining business was postponed until the March 22 meeting.

10. *Public comment* – none

11. *Adjourn* – Smith adjourned the meeting at 6:50 PM.

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

APPROVED 4/26/22

mjs/cs