

**Latah County Library District
Board of Trustees - Minutes
April 26, 2022
Potlatch Library, 4:30 PM**

In attendance:

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

Staff: Lana Lusco, Melissa Snyder, Chris Sokol

[Note: This was a hybrid meeting, with Smith and Henrichs joining via Zoom.]

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 February 22, 2022 meeting, the March 22, 2022 meeting and the April 11, 2022 retreat. Pimentel seconded, motion carried.
5. *Treasurer's report – Accept March 2022 financial reports and expenditures* – Root moved to approve the March treasurer's report and to accept the March expenditures, Riley seconded. Motion carried.
6. *Director's report* – Sokol submitted a report detailing branch and district activities for the month of March.
7. *Facilities report* – The Moscow remodel is nearing completion. The cyber counter has been installed and is operational. Chairs need to be purchased and a privacy panel installed on the window behind the counter. The Carnegie restrooms are almost done. A threshold will be built to bridge the difference in height between the old floor and the new tile. Baby changing stations have been ordered and will be installed. The workroom and office are waiting for phone lines to be installed and the PA system to be hooked up. The new youth furniture has begun to arrive. 10 iPads have been ordered: one for each branch and two for Moscow. After the new service desk has been ordered, the old circulation desk will be sent to Deary.
8. *Potlatch Branch Manager's annual report* – Lusco was hired as the Potlatch Branch Manager in December 2020. One of her priorities has been to create a welcoming, comfortable atmosphere in the library. The library has not been able to hold regular programming events due to pandemic regulations, so Lusco created on-site learning opportunities. Her future plans include hosting programs to build birdhouses, embellish thrift store artwork, and providing STEAM take-home bags.

[5:25 PM Henrichs joined the meeting]

9. *Committee reports* – None
10. *Unfinished business* – None

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11. *New business* –

- a. Declaration of trustee vacancy pursuant to Idaho Code 33-2716 – Henrich submitted a letter of resignation on April 5, 2022 and will serve through May 2022. The board will make a declaration of trustee vacancy at the May 24, 2022 meeting. Pursuant to Idaho Code 33-2716, the Board has 60 days to make an appointment to fill the vacancy.
- b. Follow-up discussion of board retreat topics – Pimentel will meet with the Moscow City Manager on April 29.
- c. Approve 2022-2025 Strategic Plan and Planning Committee procedure for designing final plan – The board discussed and revised the Strategic Plan draft. Riley moved to accept the text of the 2022-2025 Strategic Plan with revisions made on April 26, 2022. Root seconded, motion carried.

12. *Items for next month's agenda* – Declaration of trustee vacancy, Juliaetta Branch Manager's annual report, design of Strategic Plan, City Manager meeting report, Bovill Library lease renewal.

13. *Public comment* – none

14. *Adjourn* – Smith adjourned the meeting at 6:32 PM.

Next meeting - May 24, 2022 at the Juliaetta Library, 4:30 pm

APPROVED 5/24/22

mjs/cs