

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

In attendance:

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

Staff: Lisa Egan, Mellissa Eichner, Melissa Snyder, Chris Sokol

1. *Call to order* – Smith called the meeting to order at 4:32 PM
2. *Changes or additions to the agenda* – None
3. *Public comment* – None
4. *Approval of minutes* – Postponed until the April 26 meeting because only Riley and Smith, and not Root, were present at the February meeting.
5. *Treasurer's report – Accept February 2022 financial reports and expenditures* – The percent of the budget spent is almost equal to the percent of budget year elapsed. Root moved to approve a 2% across the board cost of living adjustment increase effective for the pay period ending on March 31. Riley seconded, motion carried. Riley moved to approve the February treasurer's report and to accept the February expenditures, Root seconded. Motion carried.
6. *Director's report and COVID-19 update* – With support from the board, Sokol asked Tony Matson from Hayden Ross to track income and expenditures from previous years to determine unlevied revenue that can be transferred to the LCLD Plant Facilities Fund. He expects to begin the project in April or early May. There has been a downward trend in COVID-19 cases in Latah County. Currently LCLD staff and volunteers are required to wear masks while patrons are encouraged, but no longer required, to wear masks. Sokol will monitor the situation next week, ten days after the end of spring break for the UI and Moscow School District; if the downward trend continues, masks will be optional for staff. LCLD now has a Humanware magnifier with distance camera for low-vision patrons, purchased with a grant from Stepping Stones. Sokol is working on getting a Meeting Owl Pro to facilitate hybrid meetings, covered in part by American Rescue Plan Act grant funds. She is also working on getting a Square payment system for credit and debit card purchases made at Moscow.
7. *Facilities report* – The Moscow remodel is still not complete but work is continuing.
8. *Access Services Manager's annual report* – Egan reported that circulation of library materials increased during 2021. Circulation staff dealt daily with patrons who resisted the mask requirement, making 2021 a challenging year. She is currently working on purchasing a new non-motorized book drop cart to replace one of two motorized carts, and shelf signage

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for the branches, as well as completing an inventory of the LCLD materials collection. Goals include training for a staff member to act as the Rotation Substitute, continuing Curbside Hold Pickup if there is patron interest, re-establishing a Homebound program, and completing the collection inventory.

9. *Committee reports* – None

10. *Unfinished business* –

- a. Trustee orientation review – ICfL Trustee Manual pages 1-20 discussion – postponed until April 26 board meeting.

11. *New business* –

- a. Determine board retreat date, time, location and agenda – The board retreat will be held on April 11 from 3:30-7:30 PM, location to be determined. The following items will be on the agenda:

- i. Planning for absence of trustees Pimentel and Smith
- ii. Strategic Plan revision
- iii. Facilities Plan review
- iv. Transition planning

12. *Items for next month's agenda* – LCLD Strategic Plan, Trustee orientation review, Potlatch Branch Manager's annual report, board retreat follow-up.

13. *Public comment* – None

14. *Adjourn* – Smith adjourned the meeting at 5:50 PM.

Next meeting - April 26, 2022 at the Potlatch Library, 4:30 pm

APPROVED 4/26/22
mjs/cs