

**Latah County Library District
Board of Trustees - Minutes
June 28, 2022
Bovill Library, 4:30 PM**

In attendance:

Board: Annette Pimentel, Michael Riley. Attending by speakerphone: Jen Root. Excused: Rochelle Smith.

Staff: Chris Sokol

Public: Donna Beggs, Christine Jewell, Sheila Loomis, Bre Pickens, Mimi Smith, William Stokes

1. *Call to order* – Root called the meeting to order at 4:35 PM
2. *Changes or additions to the agenda* – Sokol requested that agenda item #9, Bovill branch manager report, be postponed until the July 26 meeting, as Brittany Griffin was out of town.
3. *Recognition of guests* – Donna Beggs is a candidate for temporary board treasurer to serve while Pimentel is abroad; Christine Jewell is Bovill City Clerk; Sheila Loomis is a Bovill resident, member of the White family, and member of the original Bovill Library Historic Building Preservation Committee; Bre Pickens is one of two candidates for appointment to the LCLD board of trustees to fill the vacancy left by the resignation of Jen Henrichs; Mimi Smith is a Moscow resident and member of the original Bovill Library Historic Building Preservation Committee; William Stokes is a member of Bovill City Council.
4. *Public comment* – Members of the public in attendance spoke about the history of the current Bovill Library building.
5. *Approval of minutes* – Root corrected the May 24 minutes by noting that Smith, not Root, had seconded approval of the April 26 minutes. Riley moved to approve the minutes of the May 24, 2022 meeting as corrected, Root seconded. Motion carried.
6. *Treasurer's report – Accept May 2022 financial reports and expenditures* – Riley moved to approve the May treasurer's report and to accept the May expenditures, Pimentel seconded. Motion carried.
7. *Director's report* – Root asked about the Square point of sale system recently installed at the Moscow Library. Pimentel expressed gratitude that the LCLD is represented on the newly-formed Latah County Broadband Coalition. Sokol added that Bovill City is also a member of the Coalition.
8. *Facilities report* – None.
9. *Staff report* – Postponed until July meeting.
10. *Committee reports* – None.

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11. *Unfinished business* –

- a. Appointment of trustee to fill vacancy -- Sokol forwarded to trustees the statements of interest in filling the trustee vacancy submitted by Saba Baig and Bre Pickens. Pickens spoke to those present about her reasons for wanting to be considered for the appointment. Riley suggested holding a special meeting to vote on the appointment, so that Smith could be invited to participate. Sokol will arrange a special meeting of the board before the July 26 regular meeting. Per Idaho Code, the 60-day window for the board to make an appointment closes on July 30.
- b. Bovill building lease – In response to the City of Bovill’s counterproposal for Article VII, section E that would require the LCLD to obtain permission from the Idaho Heritage Trust (IHT) before making changes to the library building, and which also removed the reciprocal requirement for the City to obtain permission from the LCLD before making major changes, Sokol spoke with Katherine Kirk of the IHT. Kirk said they are not able to give permission and have no control over changes made to the building. The last grant awarded by the IHT for the Bovill Library project was in 2000. Kirk suggested simply adding wording to the lease agreement that the IHT would be consulted in such situations. Pimentel proposed adding the phrase “...and in consultation with the Idaho Heritage Trust.” at the end of Article VII E. Riley moved and Pimentel seconded to add the phrase to the draft building lease; motion carried. Bovill City Council will consider this revision at its July 11 special meeting.

12. *New business* –

- a. Election of officers –
 - i. Chair – Postponed until the trustee appointment to be made at the July meeting.
 - ii. Vice-chair – Postponed until the trustee appointment to be made at the July meeting.
 - iii. Treasurer – Beggs spoke to those present about her qualifications and interest in a temporary appointment to this post. Pimentel moved and Riley seconded that Beggs be appointed to serve as board treasurer during Pimentel’s absence, effective immediately. Motion carried.

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- b. Committee assignments and chairs – Postponed until the trustee appointment to be made at the July meeting.
- c. Mileage reimbursement rate adjustment – Sokol noted the proposed rate is included in the Personnel Policy revisions in agenda item #12d and could be discussed there.
- d. Personnel Policy revisions – The Policy Committee forwarded several changes proposed by Sokol and business manager Mellissa Eichner:
 - i. ADD to “Definitions” in section 2.0 the following: *2.1.5 A NON-BENEFITTED employee is one who is scheduled to work fewer than 20 hours per week. A non-benefitted employee is not eligible for benefits as described in 4.0 except for jury duty and military leave. Requests for time off must be approved in advance by the supervisor.*
 - ii. CHANGE 4.1.2b, Accumulated Leave, to the following: *4.1.2b ACCUMULATED LEAVE: Employees can accumulate annual leave to a maximum of 240 hours for full-time staff or a similar pro-rated amount for benefits-eligible part-time employees.*
For example: An employee working at a .50 FTE level earning 2.0 hours each pay period will accrue 4.0 hours of leave per month and 48 hours of leave per year. Their maximum accumulated leave allowance will be 240 hours X .50 = 120 hours.

Any amount of leave above the limit will be forfeited. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume. Employees are encouraged to take annual leave throughout the year.
 - iii. CHANGE 4.1.2d, Resignation, Termination, or Retirement, to the following: *4.1.2d RESIGNATION, TERMINATION, or RETIREMENT: Upon resignation, termination or retirement, an employee who has worked for at least 12 months will be paid, at their current rate, for all the unused annual leave up to the maximum allowable hours. The effective date of the employee’s separation is the last day on which they report to their workplace.*
 - iv. ADD adjusted mileage rate [increased from \$.43/mile] to 4.7.2, Reimbursement for mandatory meetings: *4.7.2 REIMBURSEMENT FOR MANDATORY MEETINGS: If attendance is required at a meeting or workshop, mileage will be paid for the round trip. Mileage reimbursement and payment for travel time begin at a) the location at which the employee is scheduled to work at the time he or she must depart or b) from home if not scheduled to work at the time he or she must depart.*
Return travel time is calculated by time needed to return to work (if scheduled that day) or to home. Return mileage is paid to the workplace, if scheduled, or to home. The mileage reimbursement rate and standard travel time allotment

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will be reviewed annually. The adjusted rate as of June 28, 2022 is \$.52 per mile. The mileage reimbursement rate will be adjusted yearly as necessary so that it remains the same as the Latah County rate. Travel reimbursement must be submitted within 30 days of travel.

Riley moved and Pimentel seconded to approve the proposed changes to the Personnel Policy. Motion carried.

- e. Proposed 2022-23 budget preliminary discussion – Pimentel, Eichner and Sokol had met earlier to advise Pimentel that the administration would like to increase starting wages to help the LCLD be a more competitive employer, and that adjustments to existing employees' wages would be necessary to avoid wage compression and recognize market levels. Root commented that there may be additional ways to enhance employee satisfaction. Eichner and Sokol are continuing to finalize the draft budget.
13. *Items for next month's agenda* – Trustee appointment; Deary Branch Manager annual report; officer elections and committee assignment; draft budget.
 14. *Public comment* – Members of the public in attendance continued discussion of issues related to the Bovill Library building.
 15. *Adjourn* – Root adjourned the meeting at 6:18 PM.

Next meeting - July 26, 2022 at the Deary Library, 4:30 pm

APPROVED 7/26/22

CS