

**Latah County Library District
Board of Trustees - Minutes
January 24, 2023
Moscow Library, 4:30 PM**

In attendance:

Board: Saba Baig, Annette Pimentel (via Zoom), Michael Riley, Jen Root, Rochelle Smith

Staff: Matt Casberg, Stacie Echanove, Andrew Morris, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

Guest: Caroline Carley, Moscow Friends co-president

1. *Call to order* – Root called the meeting to order at 4:31 PM
2. *Changes or additions to the agenda* – Approval of November financial reports and expenditures is postponed until the February 28, 2023 meeting.
3. *Public comment* – Sokol introduced Andrew Morris, Technology Manager, to the board.

[Morris exited 4:37 PM]

4. *Approval of minutes* – Baig moved to approve the minutes of the December 13, 2022 meeting, Riley seconded. Motion carried.
5. *Treasurer's report – Accept December 2022 financial reports and expenditures* – Smith moved to approve the December treasurer's report and to accept the December expenditures, Riley seconded. Motion carried.
6. *Staff report: Youth Services Manager* – During the past year, Echanove has provided patrons with on-site, virtual, and passive programs including babytime and storytime, school-age afterschool arts and crafts, and the Idaho teen reading challenge, and managed outreach storytime in local daycare facilities. Other youth programs included book giveaways, 1,000 Books before Kindergarten, Reindeer Games, Halloween StoryTime and Trick-or-Treating, and Wild Wonders for Family Reading week. For the 2022 Summer Reading Program, Echanove arranged performers, passive programs, and on-site activities. Echanove also weeded the youth collections and rotated many youth materials throughout branches. She was able to add WonderBooks and more LaunchPads to the collection. Echanove worked with the branch managers and Mason Neil to create Staff Use storytime kits.

[Echanove exited 5:07 PM]

7. *Staff report: Business Manager* – Casberg was hired as the Business Manager in September 2022. He reported the remodel is complete and all bills have been paid. Upcoming grounds and facilities projects include repairing gutters on the Carnegie library, fixing the interior east wall, and replacing the sewer pipe.

[Casberg exited 5:23 PM]

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8. *Director's report* – Latah County Sheriff's Deputy Ransom Mallery has visited the branch libraries to perform safety audits. He has provided branch-specific recommendations including replacing the window glass in the Bovill Library with transparent panes. There are two trustee terms up for election in May, 2023. These include one six-year term currently held by Riley and the remaining 4 years of the term currently held by Baig. The Moscow Library is hosting a Pooh Party on January 25 and special guest Maureen Laflin, a Moscow City Council member, will read to those attending. Sokol reported on library projects the City of Moscow has completed for the library. These include replacing the lower level furnace, repairing the exterior masonry on the east side of the Carnegie building, and removing a tree. The Moscow Library will cover the cost of the sewer line replacement and the repairs to the interior east wall. Moscow is starting a HomeBound program within the city limits. This program will begin on February 1 and eventually become available throughout the county.
9. *Committee reports* –
 - a. Planning Committee – Baig will send out a doodle poll.
 - b. Financial Committee – Pimentel will send out a doodle poll.
10. *Unfinished business* – None
11. *New business* –
 - a. Approve revised wording in Administrative Policy 4.9 – Smith motioned to approve the suggested change to the wording in Administrative Policy 4.9. Baig seconded, motion carried. (See appended Administrative Policy)
 - b. Approve letter of intent indicating approval to apply for the Idaho Commission for Libraries Facilities and Capital Improvement grant – Riley motioned to approve the letter of intent indicating approval to apply for the ICfL Facilities and Capital Improvement grant. Smith seconded, motion carried.
12. *Items for next month's agenda* – Approval of November financial reports and expenditures.
13. *Public comment* – None
14. *Adjourn* – Root adjourned the meeting at 6:12 PM.

Next meeting - February 28, 2023 at the Moscow Library, 4:30 pm

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Agenda item 11a:

LCLD Administrative Policy

4.9 Patron Concerns About Library Resources

Freedom to read, view, and listen is an essential principle of our democracy. The LCLD endorses the American Library Association statements related to this principle (see 3.2, Basis for Policy).

Responsibility for reading, listening, and viewing of materials by minors rests with their parents or legal guardians. At no time will the Latah County Library District act *in loco parentis* (in place of the parent). Selection of library resources will not be inhibited by the possibility that they may be read or viewed by children. Parents are encouraged to accompany their children to the library or the library's website to choose resources.

The Latah County Library District Director and the Board of Trustees are aware that patrons may take issue with the inclusion of any specific item in the collection and they welcome the expression of concern by our patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process:

1. Library staff may listen to the concern and may direct patrons to the appropriate collection manager for the material in question (i.e., the Adult or Youth Services Manager). Only concerns expressed by Latah County ~~Library District patrons~~ **residents** regarding materials owned by the Latah County Library District will be considered.