

**Latah County Library District
Board of Trustees - Minutes
February 28, 2023
Moscow Library, 4:30 PM**

In attendance:

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

Staff: Lisa Egan, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

Public: Ivar Nelson, Carole Wells

1. *Call to order* – Root called the meeting to order at 4:33 PM
2. *Changes or additions to the agenda* – None
3. *Public comment* – None
4. *Approval of minutes* – Smith moved to approve the minutes of the January 24, 2023 meeting, Baig seconded. Motion carried.
5. *Treasurer's report – Accept November 2022 and January 2023 financial reports and expenditures, and revised December 2022 Revenue & Expenditures report* – Riley moved to approve the November 2022 and January 2023 financial reports and expenditures and the revised December 2022 Revenue & Expenditures report. Smith seconded, motion carried.
6. *Staff report: Access Services Manager* – Egan has seen an increase in patron visits over the past year. Curbside Hold Service continued during 2022, but was discontinued in January 2023 when interest dwindled. Access Services has seen a lot of personnel changes. Connie Anderson-Chalker retired after 31 years and Heather Rommens moved into her position as Access Services Assistant. Access Services staff completed a number of projects this year including a complete collection inventory and purchase of a new book drop cart. A reorganized Homebound Delivery Service was launched in February.
7. *Director's report* – The Latah County Sheriff's office completed the safety audit at the branches. If the Idaho Legislature allows the ICfL to administer the Facilities and Capital Improvement grant money, applications will open in April. Baig will send out a meeting date poll for the Planning Committee to discuss possible projects for this grant. The Foundation will meet on June 8 at 10:00 AM. Smith is willing to attend as a Board liaison for this meeting if Root is unavailable.
8. *Committee reports* –
 - a. Financial Committee – Pimentel reported the committee is looking to restructure health insurance provisions so more employees can benefit. Casberg is currently researching options. The committee will bring a proposal to the board at a future meeting.

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9. *Unfinished business* – None

10. *New business* –

- a. Approve revision to section 3.2 of LCLD Personnel Policy (see appended text) – Smith motioned to approve the revision to section 3.2 of LCLD Personnel Policy. Riley seconded, motion carried.
- b. Advertise trustee vacancies – Baig and Riley plan to run for re-election.
- c. Draft a censorship action plan – The Board discussed House Bill 139 and House Bill 227 currently active in the Idaho Legislature. The Board will postpone drafting a censorship statement until after the March 1 House Education Committee hearing. If needed, a Special Meeting will be called. Nelson encouraged the Board to get the County Commissioners and the community to support their position.

[Nelson exited 6:13]

[Wells exited 6:32]

11. *Items for next month's agenda* – Annual Auditor's Report

12. *Public comment* – During the discussion of item 10c, Wells and Nelson voiced their concerns about, and opposition to, proposed legislation that would restrict intellectual freedom in public libraries.

13. *Adjourn* – Root adjourned the meeting at 6:48 PM.

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

APPROVED 3/28/23

mjs/cs

LCLD Administrative Policy

3.2 Pay Day

The library will issue payroll checks on the tenth day and the twenty-fifth day of each month. Checks issued on the tenth of the month cover the pay period which includes the sixteenth through the last day of the previous month. Checks issued on the twenty-fifth day of each month cover the pay period which runs from the first through the fifteenth days of the current month. If a pay day falls on Saturday, Sunday or a holiday and the District libraries are closed, checks will be issued the last weekday (Monday through Friday) prior to the pay date. It is the responsibility of each employee to keep a current and accurate time sheet which must be signed by the employee's supervisor. The time sheet must be received no later than the first work day (Monday through Friday) after the last day of the pay period. If a timesheet is received late, an employee's pay may be delayed until the next pay period. An employee may face disciplinary consequences for late or falsified time sheets according to section 7.2.3 of this policy.