

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

In attendance:

Board: Saba Baig, Jen Root, Rochelle Smith. Excused: Annette Pimentel, Michael Riley.

Staff: Matt Casberg, Melissa Snyder, Chris Sokol

Treasurer: Donna Beggs

Guests: Tony Matson and Bailee Schnider (Hayden Ross PLLC)

Public: Michelle Huso

1. *Call to order* – Root called the meeting to order at 4:30 PM.
2. *Changes or additions to the agenda* – None.
3. *Public comment* – Huso was introduced as a candidate for the May 2023 Trustee election.
4. *Approval of minutes* – Smith moved to approve the minutes of the February 2023 meeting, Baig seconded. Motion carried.
5. *Treasurer's report – Accept February 2023 financial reports and expenditures* – Beggs gave the treasurer's report and reviewed the financial reports. Baig moved to approve the February financial reports and expenditures, Smith seconded. Motion carried.
6. *Accept Auditor's report* – Tony Matson explained the results of the audit and reported the LCLD received a clean opinion on financial statements. Next year there will be a focus on service agreements for items including leased equipment. LCLD began a monthly review of journal entries for the 2022-23 fiscal year. PERSI dropped to 83% funded. Smith moved to accept the auditor's report, Baig seconded. Motion carried.

[Casberg, Matson, and Schnider exited at 5:21 PM]

7. *Director's report* – Sokol provided a report on LCLD updates and activities for February 2023. A loaded gun was discovered in one of the restrooms; circulation staff called the non-emergency police number for collection. Sokol clarified that the main property tax payments are received in June and December, with payments for late penalties arriving throughout the year. The Friends of the Moscow Library had a successful book sale in March.
8. *Committee reports* –
  - a. Planning Committee – Baig will resend the Planning Committee doodle poll.
9. *Unfinished business* – None.
10. *New business* –
  - a. Confirm 2023 budget hearing date and time – The trustees confirmed the 2023 budget hearing date and time.

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- b. Develop trustee candidate statement questions for public information – Trustees will send potential questions to Sokol and Snyder.
  - c. Discuss potential impact of HB 314, S 1187, S 1188 if passed by Idaho Senate – Sokol encouraged Trustees to stay informed. A special meeting may need to be called before the April meeting.
  - d. Board chair election – Root resigned as chair and moved to appoint Smith to serve as chair. Baig seconded, motion carried.
11. *Public comment* – None.
12. *Items for next month's agenda* – Potlatch Branch Manager's annual report, Director's performance review.
13. *Adjourn* – Root adjourned the meeting at 6:06 PM.

**Next meeting - April 25, 2023 at the Potlatch Library, 4:30 pm**

APPROVED 4/25/23  
mjs/cs