

Latah County Library District
Board of Trustees – Revised Minutes - June 27, 2023
Juliaetta Library, 4:30 PM

In attendance:

Board: Saba Baig, Annette Pimentel, Jen Root, Wayne Schmidt, Rochelle Smith. Treasurer Donna Beggs

Staff: Erin Davis, Melissa Snyder, Chris Sokol. Public: Dana Kelly

1. *Call to order* – Smith called the meeting to order at 4:30 PM
2. *Changes or additions to the agenda* – None
3. *Public comment* – None
4. *Approval of minutes* – Baig moved to approve the minutes of the May 23, 2023 meeting, Pimentel seconded. Motion carried. Pimentel moved to approve the minutes for the May 22 special meeting, the June 2 special meeting, and the June 12 special meeting. Baig seconded, motion carried.
5. *Treasurer's report – Accept May 2023 financial reports and expenditures* – Beggs summarized the financial report. Pimentel moved to approve the May 2023 financial reports and expenditures, Baig seconded. Motion carried.

[Root entered 4:47 PM]

6. *Director's report* – Sokol noted there is an ICfL conference on June 28 titled *Readying Rural Communities to Capture the Benefits of Digitalization*. Sokol and Technology Manager Andrew Morris will attend and the ICfL invited trustees to attend as well. The 2023 Pacific Northwest Library Association conference will be held in Moscow at the Best Western on August 2-4. The LCLD will cover fees for trustees who would like to attend. The Troy library is getting a new roof and will also need brick repair to one wall. Sokol reached out to the City of Troy to see how the LCLD could help with the wall repair. Sokol distributed an update trustee orientation packet to new member Wayne Schmidt as well as the other trustees.
7. *Staff report – Juliaetta Branch Manager* – Davis reported that she had more Summer Reading Program participants than ever before in 2022, and all of her SRP events last year were very well attended. The City installed some new cabinets in the back room and the LCLD bought a new air conditioner. The Juliaetta Friends are no longer selling used books to benefit the library. They are hoping to increase their numbers with a membership drive in the near future.
8. *Committee reports* –
 - a. *Planning Committee; Finance Committee* – The Planning Committee submitted a grant application to the ICfL to remodel a building to house the Juliaetta Library. An appraisal is scheduled for August 18, and a commercial building inspection and structural engineering inspection will be carried out.

[Kelly exited 4:47 PM]

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9. *Unfinished business* – None

10. *New business* –

- a. Administer oath of office to elected trustees Saba Baig and Wayne Schmidt – Saba Baig and Wayne Schmidt were sworn in as trustees. Root indicated her intent to resign from the board of trustees as soon as a replacement can be appointed. She has served on the board since December 2015, when she was appointed to fill a resignation.
- b. Election of officers –
 - i. Chair – Rochelle Smith. Schmidt moved to elect Smith as Chair, Root seconded. Motion carried.
 - ii. Vice-chair – Saba Baig. Schmidt moved to elect Baig as Vice-chair, Pimentel seconded. Motion carried.
 - iii. Treasurer– Donna Beggs. Pimentel moved to elect Beggs as Treasurer, Baig seconded. Motion carried.
- c. Committee appointments – Schmidt moved to accept the following committee assignments, Root seconded. Motion carried.
 - i. Finance Committee and chair – Baig, Beggs, Casberg, Pimentel (chair), Sokol
 - ii. Personnel Committee and chair – Schmidt, Smith (chair), Sokol
 - iii. Planning Committee and chair – Baig (chair), Pickens, Pimentel, Root, Sokol
 - iv. Policy Committee and chair – Casberg, Schmidt, Smith (chair), Sokol
 - v. LCLD Foundation liaison – Pimentel
- d. Approve holiday closure schedule for 2023-24 – Root moved to approve the holiday closure schedule for 2023-24, Schmidt seconded. Motion carried.
- e. Approve board meeting schedule for 2023-24 – Baig moved to approve the board meeting schedule for 2023-24, Schmidt seconded. Motion carried.
- f. Proposed 2023-24 budget first draft – Beggs and Sokol presented the first draft of the 2023-23 budget.

11. *Items for next month's agenda* – Planning Committee report; second draft of 2023-24 budget.

12. *Public comment* – None

13. *Motion to enter into executive session pursuant to Idaho Code §74-206(1)(b), To discuss evaluation of a public employee* – Postponed until the July 25, 2023 meeting.

14. *Adjourn* – Smith adjourned the meeting at 6:28 PM.

REVISION APPROVED 8/22/23

mjs/cs